

Manitoba Agricultural Museum



“Preserving the Past for the Future”

Village Building Adoption Program – Job Description - 2015

Reports to the Village Committee and is responsible for the following duties;

1. **Open** historic building that has been adopted each spring.
 - Must be cleaned and set up before the museum opens for the season. For this year the date is May 7, 2015
 - All floors must be swept/vacuumed and washed
 - Furniture must be dusted with a Swiffer cloth – please no furniture polish of any kind
 - Artifacts that have been put away must be dusted and placed in correct locations throughout the house
 - Please notify the Village Committee of all maintenance work that needs to be done. **(Do not attempt any work without notifying and getting permission from the Village Committee)**
 - Keep building clean and tidy throughout the season.
 - Maintain any gardens associated with the house

2. Help to arrange volunteers to man the building during Reunion and possibly other events like Open Farm day and Senior’s Day

3. **Close** historic building by September 30, 2015.
 - Put all artifacts back in their storage places for the winter. (usually in cupboards in the room that they are exhibited in
 - Put all quilts, bed lines, pillows in black garbage bags with new fabric sheets in them. Make sure bags are tied up
 - All floors must be swept/vacuumed and washed
 - Remove all vegetation from gardens if applicable
 - Please notify the Village Committee of all maintenance work that needs to be done. **(Do not attempt any work without notifying and getting permission from the Village Committee)**

All volunteers will be trained by the Curator as to proper handling and cleaning of artifacts prior to adopting a building.