



April 4th, 2025

Burien Arts is seeking Historian Volunteer

The volunteer position is self-directed with the intention of working at least 2hrs per month. Duties would include:

- Creating a standard of organization/filing across our physical and digital archives for ease of use.
- Organize current and historical documents in Dropbox for ease of finding in the future
- Assist in transferring documents from Dropbox to Google Drive
- Assist Board Member in organizing physical files at our storage unit (during warm weather)
- Create a timeline of historical facts and images to be used in grant applications, and to be posted on our website.
- Submit a short monthly report to the board that should include:
 - Any needs/request/suggestions
 - Highlight any accomplishment (milestones, interesting information found, etc)

This is a volunteer position that would work closely with the Secretary and Board of Directors and could lead to a recommendation for a board position at the end of one year.

About Burien Arts:

Burien Arts Association (BA) formed in 1964 as Burien Arts Gallery, an informal group of local artists, art enthusiasts and activists who wished to increase access to art in local schools and secure a place to display artists' work. BA incorporated in 1968. It is now a registered non-profit (501)(c)(3) corporation.

Our mission is to enrich the lives of members of the Burien and Highline area communities through the arts and cultural programs.

The Highline area comprises Burien, Normandy Park, Des Moines, SeaTac, and White Center.

For more information on Burien Arts and our programming please visit our website:

www.burienarts.org

Application:

Interested individuals should send a letter of interest to info@burienarts.org and include the following information:

- Why are you interested in volunteering with Burien Arts?
- What experience do you have relevant to the position? (organizational skills, historical interest, etc.)
- What experience are you looking to gain by working with an arts and culture non-profit?