



# VOLUNTEER TEAM DESCRIPTIONS

## Guest Relations Assistant

Roles	Requirements
Assist guests during Special Museum days; Free Tuesday, History Con, Space Day, Etc.	Friendly / outgoing. Comfortable answering questions.
Wayfinding/ event assistance to include craft tables or stations.	Most events are during regular daytime Museum Hours weekdays and weekends.
Communicate Event schedule of activities to guests	Familiarity with the layout of the Museum. Be knowledgeable about museum exhibits
Coordinate with staff to learn the details for each event	Ability to be on feet for several hours
Present "fun facts" in the galleries	This position is not behind the front desk. Volunteer will be on the Museum floor with the guests
Staff an information table, re-new memberships, encourage survey completion	

## Museum store

Roles	Requirements
Assist guests with purchases in the Museum Store(s)	Stores are open 7 days per week during regular Museum hours.
Use the Clover System to accurately ring up purchases	Be comfortable using POS System
Engage Customers	Be friendly and Outgoing
Suggestive sell items	Become familiar with the galleries of the MOAS and the CiCi & Hyatt Brown Museums regarding items that are sold in the store
Light cleaning and restock items as needed	Make sure coffee station is wiped down and fully stocked. Also periodically wipe down the counter and lobby tables. If needed request a vacuum cleaning.

## Events

Roles	Requirements
Assist with Museum Events, after hour programs and outreaches.	Generally events take place in the evenings. Could be weekdays and Weekends
Includes food and beverage service for Movie and other programs and events	Friendly and outgoing. Comfortable answering questions
May include Set up and clean up	Ability to lift 20 pounds comfortably
Check in guests	Comfortable using spreadsheets and lists
Communicate with guests the details of the event as dictated by staff	May travel to off-site locations

## Gallery Specialists Program

Roles	Requirements
The Gallery Specialists Program trains guides to conduct adult and school tours of the Museum	Training and study sessions are required. Gallery Specialists -in-training will observe an experienced guide for several hours

Contact Zach Zacharias, Education Curator, at 386-255-0285 ext. 333.

## Summer Learning Institute (SLI)

Roles	Requirements
This is a temporary volunteer position that assists the Education Department and SLI Teachers with supervising children between the ages of 4-14	This is the ONLY volunteer position that accepts volunteers at the age of 14 or older. The hours are flexible and vary depending on the classes.
Clean up, and various class projects.	

## Interests

Tell us the areas that you are interested in volunteering in. Please indicate your first three preferences

- Guest Relations Assistant
- Museum Store
- Events
- Gallery Specialists
- Summer learning Institute (**Summer time only, accepts 14 and older**)

For further information or to apply for any of the above volunteer positions, please call Monica Mityr, Membership/Volunteer Coordinator at 386-255-0285 ext. 315 or email at [monica@moas.org](mailto:monica@moas.org)



MUSEUM OF ARTS & SCIENCES  
In Association with the Smithsonian Institution

# Volunteer Application

## Contact Information

Name	
Street Address	
City, ST, ZIP Code	
Home Phone	
Cell Phone	
E-Mail Address	

## Availability

During which hours are you available for volunteer assignments?

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Afternoon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Special Skills or Qualifications

In order for us to make the best use of your volunteer time, please summarize your education, work experience, interests and skills. Also, please tell us what your expectations are as a volunteer.


## Previous Volunteer Experience

Summarize your previous volunteer experience.


## Person to Notify in Case of Emergency

Name	
Street Address	
City ST ZIP Code	
Home Phone	E-Mail Address
Work Phone	

## Personal References

Name		
Phone Number		E-Mail Address
Name		
Phone Number		E-Mail Address

## Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	
Signature	
Date	

## Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

If accepted, all applicants must complete a national criminal background check

Thank you for completing this application form and for your interest in volunteering with us.