



VOLUNTEER POSITION DESCRIPTIONS

Education

Docent:

Duties –The main activity of the docent is to lead gallery tours for groups who have scheduled a tour.

Knowledge/Skills/Abilities – The Docent needs an appreciation of art and also a desire to share this enthusiasm with people of all ages. This position requires public speaking and also a greater time commitment to create well- functioning tours. Any past art history education or public speaking experience is a benefit but not necessary. All volunteers must be able to pass a background check.

Training - All volunteers are required to attend an orientation to the art museum. Docents will also attend specific training sessions that will supply them with the necessary tools to be an educator on the art of the museum. Training takes place on an every other week basis usually on Tuesday afternoons, from 2:00- 4:00 P.M.

Time Commitment –Docents are expected to attend all training sessions and give a minimum of 2 tours a month or 24 tours a year. On average, docents volunteer 3-5 hours a week. Tours are an hour in length and are scheduled Tuesday – Friday 10:00 am, 12:30 pm, and 3:00 pm. Docents may also be asked to guide a tour for an event during evening hours, in which case, three weeks advanced notice will be given.

Family & Youth Programs Volunteer:

Duties – The Family and Youth Programs Volunteer may engage family and youth visitors with a number of activities including gallery activities, storytelling programs, off-site outreach programs and art-making workshops. Volunteers may also assist with visitor way-finding questions and respond to inquiries about visual art or the current exhibition.

Knowledge/Skills/Abilities – The Family and Youth Programs Volunteer must have an interest and appreciation for the visual arts along with a desire to share this enthusiasm with people of all ages. This position is well suited for outgoing personalities who are adept at public speaking and are not afraid of initiating conversation with individuals. All volunteers must be able to pass a background check.

Training – All volunteers are required to attend an orientation to the art museum. The Family and Youth Programs Volunteer will be required to attend intermittent training sessions on public speaking, visual art, art history, and free-choice learning among family audiences.



Time Commitment – The Family and Youth Programs Volunteer is currently required to be available on Saturdays for All Day with the Arts programming from 10:00 am until 3:00 pm. The volunteer may choose a morning shift from 10 am- 12:30 pm or an afternoon shift, 12:30- 3:00 pm. Volunteers are required to contribute a minimum of two shifts per month.

Education Administrative Volunteer:

Duties – The Education Administrative Volunteer may engage in a number of office-related activities to assist members of the Education staff, including data-entry and filing. The volunteer may also assist with exhibition related research, web-based research and compiling databases.

Knowledge/Skills/Abilities – The Education Administrative Volunteer must have strong organizational skills and be detail oriented, This position is well suited for someone who enjoys working behind-the-scenes, and who has the ability to manage multiple tasks at a time. All volunteers must be able to pass a background check.

Training – All volunteers are required to attend an orientation to the art museum. The Education Administrative Volunteer will be given additional instruction by members of the Education staff, as their responsibilities may change, based on department needs.

Time Commitment –Volunteers are required to work a minimum of 2 hours per week, and up to eight hours monthly. Volunteers may work any shift during the following museum operating hours:

Tuesday – Friday 10am – 5pm

Events

Events Volunteer:

Duties – Events volunteers will help during special events (i.e. exhibition openings, facility rentals, special programs). Duties include checking in visitors, handing out nametags, helping with coat check, handing out programs, and answering general visitor questions. Volunteers may be required to dress in appropriate attire depending on the type of event.

Knowledge/Skills/Abilities – This position is well suited for outgoing personalities who are adept at interacting with the public and are not afraid of initiating conversation with individuals. Volunteers should be friendly and welcoming to all visitors. All volunteers must be able to pass a background check.

Training – All volunteers are required to attend an orientation to the art museum. Events volunteers will receive further training by Events Department staff that will be specific to the position.



Time Commitment – Shifts are 3-4 hours in length. Day and night time shifts are possible. Time and frequency of shifts will vary depending on the timing of the event.

Facility

Groundskeeper:

Duties – Volunteer groundskeepers assist the Maintenance staff maintain the outdoor areas of the museum. They will plant, weed, prune, and rack landscaped areas generally keeping the grounds neat and tidy.

Knowledge/Skills/Abilities – Groundskeepers must like to work outdoors and have knowledge of plants, trees, and shrubs. They should be able to lift 20 lbs. and operate small gas and electric powered equipment. Some mechanical ability is a plus. They must also be able to work independently without supervision. All volunteers must be able to pass a background check.

Training – All volunteers are required to attend an orientation to the art museum. Groundskeepers will receive further training from the Maintenance staff.

Time Commitment – Groundskeepers are required to work one shift per week. Each shift is 4 hours in length during the following museum hours:

Tuesday - Friday 10am – 5pm

Membership

Membership Volunteer:

Duties - The Membership volunteer engages with visitors to answer questions specifically regarding memberships. Volunteers should be friendly and comfortable talking to visitors, and selling memberships. Volunteers will help visitors fill out membership applications. Duties may also include stuffing envelopes for membership mailings or updating and stuffing membership packets. Volunteers will be required to learn and know information about GRAM membership.

Knowledge/Skills/Abilities – This position is well suited for outgoing personalities who are adept at interacting with the public and are not afraid of initiating conversations with individuals. Volunteers should also be comfortable using a computer. All volunteers must be able to pass a background check.

Training – All volunteers are required to attend an orientation to the art museum. Membership volunteers will receive further training by Membership Department staff that will be specific to the position.

Time Commitment – Volunteers are required to work one shift per week. Shifts are 3.5 hours in length during regular Museum hours:



Tuesday - Thursday	10am – 5pm
Friday	10am – 8:30pm
Saturday	10am – 5pm
Sunday	12pm – 5pm

Visitor Services

Visitor Services Desk Attendant:

Duties – Visitor Services volunteers will assist staff at the Visitor Services Desk in the lobby by greeting visitors as they enter the museum. They will provide friendly assistance to visitors by explaining Museum floor plans and giving directions to galleries or special events, providing information about Museum policies and facilities, providing accurate directions to other area attractions and amenities, gathering Visitor Services data, promoting museum memberships, and collecting and securing contraband from visitors (i.e. food, balloons, backpacks, etc.).

Knowledge/Skills/Abilities – This position is well suited for friendly, welcoming personalities. Visitor Services volunteers must have experience in customer service, familiarity with multi-line phone systems, and basic computer knowledge. All volunteers must be able to pass a background check.

Training – All volunteers are required to attend an orientation to the art museum. Visitor Services volunteers will receive further training in customer service, museum policies, and exhibitions by Public Relations Department staff.

Time Commitment – Volunteers are required to work one shift per week. Shifts are 3.5 hours in length during regular Museum hours:

Tuesday - Thursday	10am – 5pm
Friday	10am – 8:30pm
Saturday	10am – 5pm
Sunday	12pm – 5pm

Museum Store

Museum Store Attendant:

Duties – Museum Store volunteers provide friendly, competent assistance to store customers. They help maintain and create merchandise displays as well as refill inventory levels on the floor and maintain back stock. The volunteer will also be responsible for labeling incoming inventory and items that need price adjustments.

Knowledge/Skills/Abilities – Museum Store volunteers must be able to lift 20 lbs. The ability to learn and use the register is not required but would be a plus. All volunteers must be able to pass a background check.



Training - All volunteers are required to attend an orientation to the art museum. This volunteer position is further supervised and trained by the Store Manager.

Time Commitment - Requires a minimum 3.5 hours per week commitment.

Volunteer shifts are:

Tuesday through Saturday	10am -1:30pm, 1:30pm – 5pm
Friday	5pm – 8:30pm
Sunday	12noon -3:30pm, 1:30pm-5pm

Library

Library Attendant:

Duties- Library Attendants assist visitors with finding books and research materials. Volunteers will also assist library staff with the organizational needs of the library such as shelving books and cataloging.

Knowledge/Skills/Abilities- Volunteers should be friendly, detail-oriented, and well organized. Volunteers should be comfortable working with the public. All volunteers must be able to pass a background check.

Training- Volunteers are required to attend an orientation to the art museum. Library Attendants will receive further training by the Associate Curator that will be specific to the position.

Time Commitment- Requires a minimum of 3 hours per week commitment.

Volunteer shifts are:

Tuesday through Friday	1:00 pm-4:00 pm
Sunday	1:00 pm-4:00 pm

Museum Café

Museum Café Attendant:

Duties – Museum Store volunteers provide friendly, competent assistance to café customers. The volunteer may act as a greeter for visitors to the café and help to seat guests at available tables. Assistance to the café staff may also be required, including restocking needs.

Knowledge/Skills/Abilities – This position is well suited for friendly, welcoming personalities. All volunteers must be able to pass a background check. The ability to learn and use the register is not required but would be a plus. Additional training will be provided by the Café Manager.

Time Commitment - The Café Volunteer is currently required to be available on Sundays from 11:30 am- 2:00 pm. Additional shifts may be required to work additional shifts as determined by the Café Manager.