



Volunteer Opportunities

Education Department

- *Art Studio Assistant*- Assist with the set-up, instruction and clean up of all art studio workshops and activities. Ensure that the needs of the Studio Manager and Studio Staff are met.
- *Program Assistant*- Assist floor staff and instructors in all programmed activities, including the set-up, instruction, and clean-up. If necessary, able to assume role of leadership and conduct program on own.

Operations & Facilities Department

- *Information Desk*- Assist the front desk staff and provide general information to all visitors. This position requires a high level of familiarity with the museum's policies, exhibits and programming.

Exhibits Department

- *Building & Exhibit Care*- Assist staff in general maintenance of the museum building and exhibits. Duties may include housekeeping of floors, windows, restrooms, and outdoor spaces. Exhibit care may include cleaning, dusting, sanitizing items that are available for handling by general public.

Marketing & Development

- *Marketing Materials*- Assist with the packaging, replenishment and mailing of marketing materials.
- *Special Events & Fundraisers*- Assist the Special Events Coordinator. Duties may include the set-up, staffing and clean-up, for various events and fundraisers.

Note: While volunteers can be placed in positions listed above, all must be prepared to assist in other areas or to fill-in for other volunteers due to illness, shortage of staff, or due to large numbers of visitors.