**VMHC Volunteer**

Updated December 13, 2019

**Title: Volunteer**

**Division:** Guest Engagement

**Reports to:**  Manager of Museum Programs

**Position Status:** Volunteer

**Position Summary:**

Thank you for your interest in volunteering at the Virginia Museum of History & Culture. Our volunteers have the opportunity to gain exposure in the workings of a museum and contribute valuable visitor services to our guests. Qualified volunteers should possess a flexible attitude for dealing effectively with the public, proficiency with computers, and an understanding that reliability is critical.

**Position Descriptions:**

**Docents**
Docents conduct gallery tours and provide classroom programs in the VMHC’s education center. These volunteers should possess a love of Virginia history, be comfortable working with different audiences (public and private schools, home-schooled groups, and community groups), and be willing to commit to the training required. Monthly time commitments are flexible, but docents are required to attend monthly meetings.

**Information Desk/Gallery Ambassadors**
Information Desk Volunteers & Gallery Ambassadors greet and welcome visitors, answer questions, and direct visitors to galleries and exhibits. Volunteers should be knowledgeable about current and upcoming exhibitions, programs, and events in the building.

Shifts are available daily from 10:00 AM-4:00 PM (10:00-12:00, 12:00-2:00, or 2:00-4:00). The ideal candidates will be able to commit to a monthly schedule of at least 1 shift per week.

**Museum Store/Boulevard Desk**
Volunteers in the museum store provide friendly customer service and assist in daily sales transactions. Volunteers help with unpacking and tagging merchandise and operate the point-of-sale system and telephones. Retail volunteers will gain knowledge of inventory and back-stock and help manage the sales floor at the museum store.

Volunteers at the Boulevard Desk will greet visitors, handle admission transactions, and answer the phones.  These positions require cash handling and POS system experience.

Shifts are available daily from 12:00 to 3:00 pm. The ideal candidates will be able to commit to a monthly schedule of at least 1 shift per week.

**Special Event Volunteers**
These volunteers are “on call” and are contacted if there is an upcoming event for which extra staffing is needed. Events are normally held in the evening or on weekends and include Virginia History Day, July 4th Naturalization Ceremony, BrewHaHa Craft Beer Festival, special evening lectures, etc.

**Application:**

If interested in this job opportunity, please apply and upload your resume to <https://virginiahistory.isolvedhire.com/jobsearch/?job_board_classification=Volunteer>

The Virginia Museum of History & Culture is owned and operated by the Virginia Historical Society — a private, non-profit organization established in 1831. The historical society is the oldest cultural organization in Virginia, and one of the oldest and most distinguished history organizations in the nation. For use in its state history museum and its renowned research library, the historical society cares for a collection of nearly nine million items representing the ever-evolving story of Virginia.

The Virginia Historical Society is an Equal Opportunity Employer.