

# ChicagoHistoryMuseum

## **Volunteer Project Description**

*PROJECT TITLE* Visitor Services Volunteer Museum Greeter

**Supervisor:** Ginny Fitzgerald, Director of Visitor Services

**Objective:** Welcome Museum Visitors to the Chicago History Museum.

### **Responsibilities:**

- Direct visitors to the ticket counter and member services.
- Assist visitors with audio tour equipment.
- Assist visitors with membership purchases.
- Answer questions about the locations of museum exhibits, programs, Treasures artifacts on display, as well as visitor amenities.
- Assist Visitor Services and Education staff with the orientation of school groups.
- Assist Visitor Services staff with the orientation of adult group tour visitors.
- Assist Visitor Services staff with administrative tasks related to school group and public program reservations.

**Qualifications:** Be comfortable and confident working with the public; have the ability to work independently and as part of a team; strong verbal communication skills, including the ability to speak articulately to large groups; ability to interact with a wide range of audiences from general admission visitors to school age children and teachers.

**Dates of Project:** We are currently accepting applications for this opportunity.

**Time Commitment:** We are seeking volunteers during the week for approximately 3 hours each Monday and/or Friday; or weekend volunteers one to two Saturdays a month, also for 3 hours each occasion. Volunteering would occur during Museum hours. Note: Volunteers would be asked to consider volunteering on holidays since these are some of the Museum's busiest days.

**Application Deadline:** We are currently accepting applications for this opportunity.

### **How to Apply**

A completed application consists of the following:

- a completed application form
- a resume or biographical statement
- the mailing addresses of two references who would be able to speak to your ability to perform the duties involved in the position you are applying for.

Every effort is made to match the skills and interests of prospective volunteers with the needs and priorities of the department and the institution overall. Applications are encouraged from African American, Asian American, Latino, and Native American applicants.