

# VOLUNTEER OPPORTUNITIES & DESCRIPTIONS

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## VOLUNTEER COLLECTIONS ASSISTANT

### **Purpose:**

Assist Museum Collections Director with the processing, cleaning and upkeep of the museum collections. This will include training of proper handling, care, and cleaning of artifacts.

### **Responsibilities:**

- Assist museum staff with cleaning and preparing artifacts for placement in the museum collections
- Assist museum staff with documenting/cataloging artifacts and data entry of cataloged information
- Assist museum staff in presenting “touch stations” including artifacts in the education collection

### **Qualifications:**

- Ability to work well with others
- Ability to perform well under time constraints
- Ability to lift objects weighing up to 25lbs
- Knowledge of computers and data entry processing

### **Requirements:**

- Successfully complete training
- Successfully complete training on proper care and maintenance of artifacts in the collections
- Dependability

### **Time Commitment:**

- Twelve (12) hours of volunteer service per year at the Ag Museum are required to remain on the active volunteer list

## GROUNDS ASSISTANT

### **Purpose:**

Gardening and horticulture based work. Assist the grounds and maintenance staff with the general upkeep of various gardens and flower beds throughout the nearly 40 acres of Museum grounds.

### **Responsibilities:**

- Assist museum staff with planting, maintaining and harvesting gardens and various crops.
- Assist with watering and pruning
- Assist with maintaining visual standards of the grounds and nature trails.

### **Qualifications:**

- Ability to work well with others
- Ability to lift objects weighing up to 25lbs
- General gardening knowledge a plus

### **Requirements:**

- Successfully complete training
- Dependability

### **Time Commitment:**

- Twelve (12) hours of volunteer service per year at the Ag Museum are required to remain on the active volunteer list

# **EDUCATION/SPECIAL EVENT ASSISTANT**

## **Purpose:**

Assist Museum Staff with educational programming and special events at the Museum, as well as outreach opportunities within the community. With monthly educational programs, special events and offsite community outreach opportunities, the Museum needs volunteers to assist in creating and executing these programs and events.

## **Responsibilities:**

- Assist museum staff with creating and facilitating educational/outreach programs offered by the museum
- Assist museum staff by acting as a museum ambassador during community events and opportunities (Story Time, Fondren First Thursdays, etc.)
- Assist museum staff during special events with general set up and breakdown.

## **Qualifications:**

- Knowledge of computers and data entry processing
- Ability to work well with others
- Knowledge of subject matter and experience with public interaction
- Ability to convey knowledge and information in an interesting manner
- Ability to relate well to people of all ages, backgrounds, and education levels
- Ability to lift objects weighing up to 25lbs

## **Requirements:**

- Successfully complete training
- Dependability

## **Time Commitment:**

- Twelve (12) hours of volunteer service per year at the Ag Museum are required to remain on the active volunteer list

# **GALLERY HOST**

## **Purpose:**

To provide visitors with information that will enrich their visit to the Ag Museum and to Mississippi. This information shall educate the public about the history and continuing impact of agriculture and forestry in the state and the importance of historic preservation.

## **Responsibilities:**

- Monitor the Heritage Center Gallery while visitors are present.
- Ensure that visitors do not touch or interact with artifacts.
- Assist Docent/Tour Guide with large group tours.
- Help maintain visual standards in the Gallery by completing Gallery Checklist
- Give a very brief overview of the site if Docent/Tour Guide is unavailable

## **Qualifications:**

- Knowledge of subject matter
- Ability to convey knowledge in an interesting manner
- Pleasant personality with the ability to relate to all ages, backgrounds, & educational levels
- Excellent customer service skills

## **Requirements:**

- Successfully complete training
- Dependability

## **Time Commitment:**

- Continuous service – at minimum, twice a month
- Twelve (12) hours of volunteer service per year at the Ag Museum are required to remain on the active volunteer list

# **DOCENT/TOUR GUIDE**

## **Purpose:**

To provide visitors with information that will enrich their visit to the Museum and to Mississippi. This information shall educate the public about the history and continuing impact of agriculture and forestry in the state, and the importance of historic preservation.

## **Responsibilities:**

- Assist in greeting visitors and/or groups
- Escort the group to the auditorium for orientation
- Conduct a very brief overview of the site including guidelines
- Operate basic audiovisual equipment
- Guide visitors through the Heritage Center exhibits

## **Qualifications:**

- Some knowledge of subject matter
- Ability to convey knowledge in an interesting manner
- Agreeable personality
- Ability to relate well to people of all ages, backgrounds, and educational levels

## **Requirements:**

- Successfully complete tour guide training (will require a written and oral exam)
- Dependability

## **Time Commitment:**

- Twelve (12) hours of volunteer service per year at the Ag Museum are required to remain on the active volunteer list

# **SKILLED DEMONSTRATOR**

## **Purpose:**

To provide visitors with information that will enrich their visit to the Museum and to Mississippi. This information shall educate the public about the history and continuing impact of agriculture and forestry in the state, and the importance of historic preservation.

## **Responsibilities:**

- Skilled Demonstrator must have an existing knowledge of a specific craft or skill (ex. Forge Council, Woodturner, Print shop, spinning wheel, etc.)
- Skilled Demonstrators provide a living example of many of the artifacts found on the grounds of the Museum.

## **Qualifications:**

- Proficient knowledge of subject matter
- Ability to convey knowledge in an interesting manner
- Agreeable personality
- Ability to relate well to people of all ages, backgrounds, and educational levels

## **Requirements:**

- Successfully complete training
- In certain areas, must be a member of the specific guild or club
- Dependability

## **Time Commitment:**

- Twelve (12) hours of volunteer service per year at the Ag Museum are required to remain on the active volunteer list