



## Volunteer Position Description

**Position Title:** Art Aficionado

**Department:** Education

**Staff Supervisor:** Arts Coordinator (Education Staff)

### Position Description

The Art Aficionado will help facilitate programming in the Art Studio. Additional tasks may include assisting with set-up and clean-up of activities and restocking art materials.

### Duties and Activities

- Greets visitors and answers visitor questions
- Leads or assists with programming activities as requested
- Assists staff with upkeep art studio including: set-up, clean-up, and restocking art materials
- Assist staff during emergency situations, following their directions
- Promote volunteerism at MCM
- Interacts with all visitors in a friendly, professional manner, with exemplary customer service
- Maintains a current knowledge of: museum programs, services, events, State Street, and the surrounding area
- Performs other tasks as requested by staff supervisor

### Time Commitment

- Minimum 12 week commitment
- Choose 1 shift to attend on a weekly basis
- Shift times: Sunday through Saturday: 10:00 am – 12:00 noon, 12:00 - 2:00 pm, and 2:00 pm - 4:00 pm. Also on Thursdays: 4:00 pm – 6:00 pm and 6:00 pm – 8:00 pm.
- Please note: shifts are filled on a first-come, first-serve basis

### Qualifications: General

- Be at least 12 years old or be part of a Family Volunteer team
- Open availability during museum hours
- Able to relate well to people of all ages and backgrounds
- Must be able to interpret social cues and make appropriate decisions
- Able to work successfully as a team player
- Self-motivated and able to work well with little supervision
- Complete a Volunteer Application, clear a background check, and attend a volunteer interview
- Able to attend a General MCM Orientation and complete training specific to the volunteer position

### Qualifications: Physical

- Able to see and hear visitors and staff
- Able to communicate clearly with visitors and staff

### Qualifications: Education

- Basic math, verbal, and communication skills

### Preferred Knowledge and Skills

- Experience working with children and/or families
- Background in Art Education, Fine Arts, Pottery, Painting, Crafting, Education, or Child Development

### Position Benefits

- Interact with children and adults
- Learn more about educational program planning and facilitation for children

## **Physical Demands and Environment**

The physical demands and work environment characteristics described here are representative of those that must be met by a volunteer to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this position, the volunteer is regularly required to sit, walk, and bend over; frequently required to use hands to finger, handle, or feel; and required to talk, hear, and see with the ability to focus. The volunteer may occasionally lift and or move up to 30 pounds. The noise level in the work environment is usually moderate to loud.