



# Military Heritage Museum



# Military Heritage Museum

---

LIBRARY & RESEARCH CENTER

## Museum Volunteer Program

The Military Heritage Museum depends on volunteers daily. Our volunteers have a variety of responsibilities from monitoring and interacting with visitors in the exhibit galleries and program areas, promoting the museum's Membership program, assisting in the gift shop and café, providing information at the main lobby welcome center, and more!

There are two volunteer categories - Museum Department Volunteers and Special Programs Volunteers for you to choose from:

- **Museum Daily Operations Volunteers** are typically assigned a weekly shift(s) and assist in a functional area during the hours the Museum's exhibit galleries are open. These functional areas include: Museum Galleries, Main Lobby Welcome Center, Gift Shop and Café, Future Force Academy and Library.
- **Special Programs Volunteers** assist in several program areas that are not necessary operating the same hours each week. These include: Future Force Academy, library activities, educational programs, theater programs, Museum coordinated ceremonies, artifact and collections preservation, exhibit design, facilities maintenance, and fundraising events.

Based on these two categories, please review the descriptions of the following volunteer opportunities to determine which area you would like to apply for. The descriptions provide a broad overview of the responsibilities and time commitment required by each area.

### **I. Museum Department Volunteers**

#### **Museum Guide/Docent**

Volunteers host museum visitors throughout the museum galleries and provide artifact/general museum information, surveillance and safety for museum visitors. Volunteers work independently or in pairs to provide opportunities for short, visitor-driven interactions based on objects, activities or stories. The main task of museum guides is to interact with and serve as a point of contact for visitors. Museum Guides typically serve shifts that are 3-4 hours in length. Military background is highly desired.

#### **Museum – General Tour Guide**

Tour guides perform special scheduled tours. Museum volunteer experience and military/artifact knowledge required. If you are a great storyteller, this is the position for you! Military background highly desired.

### **Museum - School Tour Guide**

School Tour Volunteers guide K-12 students through interactive field trips. Volunteers use museum objects and educational collections to introduce new approaches to understanding related school topics. School tours are offered Tuesday through Friday in the morning. If you have classroom experience and love working with children, this is the position for you! A military background is also preferred.

### **Museum Gift Shop and Café Volunteer**

Provides essential customer service to visitors by welcoming them to the museum and processing their purchases. Responsibilities include: greet and welcome visitors, assist visitor with store purchases, answer the telephone, assist with stocking Museum gift shop and cafe.

### **Future Force Academy Volunteers**

Volunteer Guides primarily work in the Future Force Academy activity rooms on the second floor. They support the inter-active programs that utilize the simulators, computers, and war room table.

### **Library Volunteers**

There are several opportunities available to volunteer in the Museum's library. Library Volunteers assist behind the scenes in every aspect of the library, including helping to acquire and conserve material, and updating and managing information files. Volunteers assist with resource management and help users with finding reference and resource materials. Volunteers also assist with library focused programs including: children's reading and activity time, book lending and purchases, tutoring, and internet-based re-searching.

### **Welcome Desk Volunteers**

Welcome Desk Volunteers greet and orient visitors as they enter the museum. Volunteers provide information about the Military Heritage Museum, as well as maintain hand-outs at the desk and in the galleries. Volunteers provide museum operational, event and local information to visitors and registered youth groups and answer incoming telephone call. Volunteers promote the sale/renewal of memberships as well as any Museum scheduled events and activities. While no experience is necessary, volunteers will need to become familiar with all aspects of the Museum. If you love helping people, this is the position for you!

## **II. Special Programs Volunteers**

### **Education: Youth and Family Programs Volunteers**

Youth Family Programs Volunteers are a friendly, professional face for the Museum, and help welcome youth and families with a variety of programs including: on-lined based learning games, role playing, craft art workshops i.e. model-building. Volunteers gather and prepare supplies, help with set-up and clean-up, assist in facilitating hands-on experiences, help with computer-based programs, and provide a positive, personal museum experience. Most of the youth and family programs are conducted within the Future Forces Academy and library. Technology, crafts and gaming skills are a plus!

**Computer & Administrative Assistant**

Volunteers perform data entry and general clerical skills, such as filing and large volume mailings. Specific computer or general office experience preferred.

**Research Volunteer**

Research Room volunteers help with a variety of tasks based on their skill sets and interests. They do not typically interact with visitors. Current major research room projects include: registering books, archives, photographs, and objects in the collection; photographing collection items; digitizing our archives; and helping the Artifacts and Exhibits Coordinators research artifacts and exhibits. Volunteer researchers with knowledge and passion for military history will have an advantage!

**Fundraising and Special events**

These volunteers work with the Museum Director to help come up with and execute fundraising campaigns and events. Volunteers are on-call to help organize, set up and tear down special events as well as promotion booths taking place in the community as needed. Great opportunity to talk about the Museum, its passion and stories and encourage community investment in its mission.

**Theater Volunteers**

Theater Volunteers assist Museum staff who oversee the various programs taking place within the museum's theater. Responsibilities include assisting with phone calls, reservations, and theater setup. Volunteers assist with ticket sales at the door, greet and give directions and information to ticket holders, take tickets, usher attendees at seating time, monitor the theater doors for latecomers, and ensure efficient exit of theater goers after the conclusion of event. Experience with event ticketing and engaging with the public in a performing-arts setting is desired.

**Artifact Conservation Care**

Responsible for stabilizing the condition of the artifacts and for administering cleaning and general care of the collection. Duties include: cleaning of artifacts, stabilize artifacts in the collection, and ensure proper care and handling of artifacts.

**Museum Building Maintenance**

A key part of the Museum Volunteer Corp is the building maintenance volunteers who assist in the care and upkeep of the Museum building. They support the cleanliness of the Museum, ensure the Museum building, systems, and equipment is in good working order. They also work with various vendors to ensure related work is completed as contracted.

The volunteer process is very easy! Your first step is to fill out a volunteer form which you can pick up a form in person by visiting us at the museum or email [info@freedominstfree.org](mailto:info@freedominstfree.org). Mail, drop off or email it back to us once you have filled it out. Next, we will schedule a time for you to come in and meet with the Museum Volunteer Coordinator. This meeting helps us better understand your interests, gauge your skill set and what tasks you are interested in helping with. This is also an opportunity for you to ask us questions. Finally, after the meeting, we will add you to the volunteer schedule. Depending on your role, we are happy to work with you to find a schedule that suits your needs. We will provide training on tasks you are unfamiliar with.

# Military Heritage Museum

LIBRARY & RESEARCH CENTER

## Volunteer at the Military Heritage Museum

*Join today and help us make a difference!*

With the experience and vitality of ambassadors, the **Military Heritage Museum** makes its mission come alive for its visitors and members. By giving time and talents, volunteers make an important contribution toward the preservation of military heritage for future generations. The volunteer application process is easy!!! Your first step is to fill out this form.

Date \_\_\_\_\_

*Please let us know which area (s) you would be interested in:*

\_\_\_\_\_ Museum Guide/Tour Guide

\_\_\_\_\_ Future Force Academy

\_\_\_\_\_ Museum Gift Shop & Café Assistant

\_\_\_\_\_ Welcome Desk Volunteer

\_\_\_\_\_ Youth/Family Programs Volunteer

\_\_\_\_\_ Computer/Clerical Asst.

\_\_\_\_\_ Youth & Family Programs

\_\_\_\_\_ Fundraising/Special Events

\_\_\_\_\_ Theater Volunteer

\_\_\_\_\_ Artifact Conservation Care

\_\_\_\_\_ Museum Bldg. Maintenance

\_\_\_\_\_ Other

Name: \_\_\_\_\_ Spouse: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

Emergency Contact/their phone #: \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_

**If a Veteran please complete this section:**

**Branch/Years in Service (i.e. USMC, 1986-90):** \_\_\_\_\_

**What occupation(s) did you have in the military?** \_\_\_\_\_

What kind of civilian jobs have you had? \_\_\_\_\_

\_\_\_\_\_

What are your interests/hobbies? \_\_\_\_\_

\_\_\_\_\_

What special skills/talents do you have (i.e. speak another language, artistic, computers, etc)?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What ideas/suggestions do you have for the Museum? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Any other comments? \_\_\_\_\_

\_\_\_\_\_

All information provided is confidential. Mail, drop off or email info to [info@freedomisntfree.org](mailto:info@freedomisntfree.org). Next, we will schedule a time for you to come in and meet with the Museum Volunteer Coordinator. This meeting helps us better understand your interests, gauge your skill set and what tasks you are interested in helping with. This is also an opportunity for you to ask us questions.

Finally, after the meeting, we will add you to the volunteer schedule. Depending on your role, we are happy to work with you to find a schedule that suits your needs. We will provide training on tasks you are unfamiliar with.