



# Abbe Museum

INSPIRING NEW LEARNING ABOUT THE WABANAKI NATIONS WITH EVERY VISIT

**Job Title:** Behind the Scenes Volunteer

**Job Description:** From time to time be available to help with a variety of administrative jobs.

**Responsibilities:** Vary throughout the season but may include:

- Answering phones
- Assisting with mass mailings
- Data entry
- Photocopying and collating
- Other jobs related to specific museum events

**Characteristics and Experience:**

- Detail oriented
- Able to work independently
- Able to do repetitive tasks

**Supervision and Trainings:**

- Training will be offered as needed according to the task.
- Volunteer Coordinator or other Abbe Museum staff member.