



Abbe Museum

INSPIRING NEW LEARNING ABOUT THE WABANAKI NATIONS WITH EVERY VISIT

Job Title: Meet and Greet Volunteer

Job Description:

- Primary function is to be an instant welcoming resource to our guests.
- Stationed in the Orientation Gallery welcome guest as they enter the Museum.
- Orient visitors to where to pay admission, and that their admission gets them into Sieur de Monts for free during the summer season, what special programs or demonstrations are happening, what exhibits are currently being shown/or coming soon.
- Act as a backup tour guide for groups who show up without a reservation.
- Advise visitors where photography is and is not allowed.

Responsibilities:

- Attend initial volunteer training.
- Attend all Briefings meetings before the opening of a new exhibit.
- Minimum commitment a half day shift three days a month.
 - AM shift: 10:00am-1:00pm
 - PM shift: 1:00pm-4:00pm
- Find coverage for your shift if you are unable to make your shift due to illness or family emergencies.
- Stay current on the program offerings coming up at the Museum.
- Attend Museum public programs (encouraged but not required).

Characteristics and Experience:

- Warm and welcoming personality.
- Previous public speaking experience.
- Comfortable speaking to large groups.
- Enthusiasm to learn new things.
- Commitment to upholding the principles and ethics of the Museum.
- Interest in working with people of all ages and nationalities.
- Flexible.
- Ability and willingness to repeat the same information over and over.

Supervision and Trainings:

- Volunteer Coordinator and Abbe Museum will provide training and handbook.
- Volunteer Coordinator will conduct briefings one month before the opening of a new exhibit.
- Abbe Museum staff will be available to answer tough questions.