



# Abbe Museum

INSPIRING NEW LEARNING ABOUT THE WABANAKI NATIONS WITH EVERY VISIT

**Job Title:** Workshop Host Volunteer

**Job Description:** Assisting with the coordination and implementation of workshops to ensure participants have an enjoyable experience.

**Responsibilities:**

- Assist workshop presenters with setup and cleanup
- Greeting and checking in workshop participants
- Keeping an eye out and reporting any hazardous conditions to museum staff.
- Supplying directions and assistance as needed

**Characteristics and Experience:**

- Warm and welcoming personality
- Attention to detail
- Ability to multitask
- Ability to lift heavy objects.

**Supervision and Trainings:**

- There will be an initial training to cover basic safety and administrative procedures. Other training will be on the job and specific to the workshop.
- Volunteer Coordinator or other Abbe Museum staff