



## **History Center Event Volunteer**

The Event Volunteer for The Orange County Regional History Center supports the Education and Sales & Events Unit in achieving established organizational goals. This position is responsible for successfully supporting the full range of activities required to expand and strengthen The History Center's client and guest experience. Event Volunteers are ambassadors of the museum and its mission. They are colleagues of the museum staff. Event Volunteers are agents of customer service.

**REPORTS TO:** Diane Masciale, Museum Services Coordinator

### **PROGRAMMING & OUTREACH EVENTS:**

- **Youth and Family Programming** – may include: Family Days, Sensory Sundays, Museum Day, Heritage Day, and exhibition openings
- **Adult programming**
- **Outreach events** – may include: Maker Faire at the Central Florida Fairgrounds, Kids & Family EXPO at the Convention Center, Lake Eola Spring and Fall Fiestas, and Winter Park Sidewalk Art Festival

### **DUTIES AND RESPONSIBILITIES:**

- Volunteers assist with set up and breakdown, managing supplies, providing instructions, facilitating activities, etc.
- Serve as a Lobby Host for guests. Provide event timeline instructions, way finding, and pass out literature/programs as required

### **REQUIRED KNOWLEDGE, SKILLS, AND PERSONAL QUALIFICATIONS:**

- Minimum Age 18 years with High School Diploma
- Commit to volunteering 1 – 2 shifts per month
- Excellent interpersonal, written, and verbal communication skills
- Ability to prioritize
- Ability to stand for long periods of time, climb stairs, and lift at least 25 pounds
- Excellent customer service skills
- Availability during evening hours and weekends is preferred

### **ORIENTATION AND TRAINING**

- Orientation scheduled after background screening completed
- Training done during scheduled shifts
- Business Casual Dress Code

The above description and qualifications are not all-inclusive and represents a majority of the key responsibilities of this position. Other duties may be assigned in the course of the event as required to fulfill the directives of The History Center. Work environment is primarily inside the museum or at offsite events spaces. Outreaches may be outside under tent space.

\*Final Candidates must pass a background check, must live and be able to work in the United States.