

# ALLEN MEMORIAL ART MUSEUM

## Community Volunteer Guild Job Description

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*“The museum experience is shaped by more than exhibitions and interpretive programs. The way in which people are welcomed to the museum, the availability of services and amenities, and the attitudes of volunteers and staff are significant factors. The visitor services that volunteers provide help to create an environment conducive to positive visitor experiences.” – Joan Kuyper, Volunteer Program Administration*

### Duties:

The principal duties of a Guild volunteer will be in the areas of Visitor and Information Services at the AMAM. Guild members may also organize or assist with community relations and special events. As a volunteer, you are a stakeholder in the organization and engage directly in the museum’s person-to-person interaction. Volunteers should be prepared to meet and welcome a diverse public and respond to their needs and interests. Visitors will inquire not only about museum exhibits, programs, and amenities – such as restrooms – but also ask about dining, places of interest, etc.

A binder is available at the volunteer desk to help answer questions posed by visitors. The binder includes general information about museum galleries and exhibitions, policies, tour information, and directions to the Frank Lloyd Wright house. Other general information includes a list of local restaurants, other museums in northeast Ohio, and local galleries or arts organizations. More information will be included as it is brought to our attention.

### Benefits:

Although Guild members receive the same benefits as Individual members of the Friends of Art, we do encourage you to purchase a museum membership. Benefits include:

- Subscription to the biannual AMAM Newsletter
- Invitations to the museum exhibition openings, receptions, and special events
- 20 percent discounts on merchandise
- Adult Learning Field Trips