

Current Volunteer Opportunities

Front Desk Greeter/Exhibition Gallery Attendant

Museum Front Desk Greeters provide information to visitors regarding exhibitions, policies, Museum lay-out and more. In addition, this role assists in checking items for visitors and may also serve as a Gallery Attendant by patrolling and monitoring the Museum galleries in order to maintain a safe and secure environment. Volunteer Greeters must possess excellent interpersonal and communication skills. This position serves to provide exceptional visitor service while the Admission's volunteer accepts payment for entry.

DAYS: Tuesday - Saturday

HOURS: Minimum 3 month commitment of two shifts per month; shifts: 11am-2:30pm and 2:30pm-6pm daily, and 5:30-8pm First Thursdays of the month only.

Front Desk Admissions

Admissions volunteer handle cash and credit transactions with visitors. Admissions volunteers must have the ability to work with software and provide high quality customer service. Cash handling experience or QuickBooks Point of Sale experience is desirable. This position **requires** an admission systems training session and volunteering as a Greeter prior to training.

DAYS: Tuesday - Saturday

HOURS: Minimum 3 month commitment of two shifts per month; shifts: 10:45-2:15pm and 2:15pm-5:45pm daily.

Administrative Support

The administrative departments of Museum of Contemporary Craft rely on volunteers for a number of varied tasks and projects. Volunteers have always served an important role in all areas of the Museum's operations and administration. Administrative Support Volunteers assist behind the scenes in the Operations and Communications departments, and with other administrative departments for various tasks and projects.

DAYS: Monday - Friday

HOURS: Minimum 3 month commitment of one 4-hour shift per week (flexible).

Special Events Support

Special Museum events such as Members' Exhibition Previews, receptions, dinners, fairs, fundraisers, etc., require volunteer support in many facets. Special Events Support Volunteers assist with welcoming guests, event production, gallery monitoring, disseminating information to visitors, hosting, and other tasks, some heavy lifting may be required for some positions.

DAYS: Vary (A call for volunteers will be made at least one month prior to each event)

HOURS: Vary depending on nature and time of event, although the majority of events occur after 5 pm. Shifts are generally 4 hours.

To volunteer contact Claire Patoine, 971.255.5524, volunteer@MuseumofContemporaryCraft.org

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Museum of Contemporary Craft
in partnership with Pacific Northwest College of Art