

Susquehanna Art Museum Volunteer Opportunities

The volunteer opportunities described below are open to people who have been screened by the museum's Volunteer Coordinator, submitted to a standard background check, and completed a Volunteer Application. The opportunities listed below are assigned a level (1-3), which reflects either, an expectation of relevant experience, or requires a degree of physical activity. Opportunities that are labeled as level 2 or 3 may require additional evaluation by a museum staff member.

Special Events and Museum Administration

Special Event Planner (Level 2-3) This is an opportunity for a volunteer to assist a staff member in the organization of a special event for museum visitors, members or special guests. Experience with event planning or in the hospitality field is required. Strong leadership ability, people skills, organization, and an interest in the mission of the museum is strongly recommended. The volunteer Special Event Planner may be asked to lead the planning, delegate or perform specific responsibilities, or even procure necessary resources for the event. This is an opportunity with flexible hours; however, the volunteer would be required to attend meetings (onsite or offsite) and, naturally, attend the special event. This opportunity may require walking, standing, or moderate physical activity related to setting up or cleaning up after the event.

Special Event or Project Assistant (Level 1-2) This is an opportunity to assist museum staff, performing specific duties related to either, a special event or project. An ideal volunteer has strong people skills, a flexible and generous attitude, and a professional demeanor, as the volunteer may be asked to represent the museum during an event, or for the duration of a specific project. Depending on the particular event or project, relevant experience may be expected. The volunteer may be asked to attend meetings (onsite or offsite) before or after the special event. This opportunity may require walking, standing, or moderate physical activity related to the project or event.

Museum Receptionist (Level 1) This could be a long-term opportunity for a volunteer who is looking for specific hours, such as regular afternoons or mornings. This opportunity requires people skills and a friendly, professional demeanor. This volunteer will be posted at the front desk of the museum lobby, and be responsible for welcoming visitors and members, potentially handling admission, café and shop sales, and answering general questions about the museum. It requires no heavy lifting, no extended standing or physical activity. Experience as a receptionist, educator, or a position in hospitality is required.

Museum Store/Café Cart Attendant (Level 2) This is an opportunity to serve museum visitors and members as they shop in the store. This could be a long-term opportunity for a volunteer who is looking for specific hours, such as afternoons or mornings. Experience in the retail or hospitality fields is strongly recommended. An ideal volunteer has strong customer service skills, a flexible and generous attitude, and a professional demeanor. The volunteer will be expected to handle money responsibly. This opportunity requires walking, standing or minimal physical activity related to restocking inventory.

Distribution Assistant (Level 2) This opportunity is ideal for an avid biker or pedestrian who frequents many local and neighboring community business and venues. The volunteer will be asked to distribute marketing materials such as postcards, posters, or flyers to area establishments that are willing to post or make available materials advertising the museum or a special event. An ideal volunteer has strong people skills, and a professional demeanor. This opportunity requires walking, biking, or driving, and minimal physical activity related to carrying marketing materials.

Exhibits

Gallery Host: (Level 1) This could be a long-term opportunity for a volunteer who is looking for specific hours, such as afternoons or mornings. This opportunity requires people skills and a friendly, professional demeanor. This volunteer will be posted inside a gallery, and be responsible for kindly reminding our museum visitors to refrain from touching the artworks or taking photographs. It requires no heavy lifting, no extended standing or physical activity. Experience as a receptionist, educator, or a position in hospitality is a preferred but not required.

Reception Host: (Level 2) This opportunity is for a volunteer with people skills and a friendly, professional demeanor. A volunteer Reception Host must be able to attend scheduled events, mainly exhibition opening receptions, that last 1-3 hours. This volunteer may be asked to stand for periods of time, welcoming visitors into the museum and directing them to specific galleries or exhibition spaces. Reception hosts may be asked to assist in setting up or cleaning up a refreshment table. It requires no heavy lifting. Experience in hospitality is a preferred but not required.

Installation Assistant: (Level 3) This is a project-specific volunteer opportunity that would be ideal for a student enrolled in a college in an arts-related field, or an individual with an interest in art, interior design, or light construction work. This opportunity requires some experience in unpacking, handling, and installing artwork in an exhibit space. A volunteer Installation Assistant must be available 2-4 hours at a time and preferably more than 1 day during an installation period. It may require painting, heavy lifting, climbing of a ladder, and limited use of handheld tools.

Education

Classroom Aide: (Level 2-3) This is an opportunity for a volunteer to assist a staff member, an artist, or educator in the instruction of a studio art class. An ideal volunteer has experience in, or is currently enrolled in a college in the education field. Experience with specific art techniques is preferred but not necessarily required. The volunteer must be available between 1-3 hours for a class, or potentially 1-3 hours on multiple days to assist in the instruction of a workshop. Since classes and workshops are offered to students of all ages, from pre-school to seniors, some experience or preference working with a specific age of student is preferred. This opportunity may require some lifting, setting up, and cleaning up of materials. Volunteers must be prepared to stand or walk for the duration of a class.

Docent: (Level 2-3) This is an opportunity for a volunteer with strong people skills and an interest in both public speaking and art. The primary responsibility of a volunteer docent is to lead tours of students or visitors through specific exhibitions and the museum. Training is required for this volunteer position. A docent should expect to be given information (or be asked to provide his/her own research) to learn and be able to present on a tour. Ideally, a docent will be available multiple times during the duration of an exhibition, and potentially for multiple exhibitions. This opportunity requires standing and walking for the duration of a tour (generally 40 minutes -1 hour), with no heavy lifting.

VanGo! Docent: (Level 3): This is an opportunity for a volunteer to assist a staff member or educator in presentation of art in 'the museum on wheels.' An ideal volunteer has experience in, or is currently enrolled in a college in the education field, or who needs experience in an educational setting. He or she should have strong people skills and an interest in both public speaking and art. Experience, education, or interest in art is preferred but not necessarily required. The volunteer must be available for the duration of visit. For a school visit a volunteer should expect to be available from approximately 8:00 am to 3:00 pm, with a lunch break, plus travel time to and from the school site. For a special event, such as a festival or community fair, the volunteer may be asked to attend some of, or the entire visit. Some experience or preference working with a specific age of student is preferred. This opportunity may require some minimal cleaning. Volunteers must be prepared to stand for most of the duration of the visit.