



Gallery Steward Volunteer

General Description: Volunteers in this position will be assigned as Steward for one or more galleries in the museum. Duties include cleaning the fixtures and objects in the assigned Gallery, monitoring integrity of fixtures, signs, and objects, and creating and maintaining information in the Gallery Reference. They are welcome to interact with visitors, but not required to. Volunteers in this position will work with and fall under the supervision of the Assistant Director.

Schedule: Gallery Stewards will need to work in the museum a minimum of two hours each month and be available for a monthly meeting with the Assistant Director. Specific schedule can be flexible within museum operating hours.

Supervisor: Alice Donahue, Assistant Director
Office Phone: 410-765-9617
Email: donahue.nem@gmail.com

Training: The volunteer will receive New Volunteer Orientation training at the onset of their service with the museum. The Assistant Director and museum staff will provide additional on-the-job training, including Object Handling Certification and museum collections care.

Qualifications: Gallery Stewards should be able to do moderate cleaning and lift up to 40 pounds. They should enjoy working with the public. The ideal Gallery Steward is detail oriented and communicates well.

Other Requirements:

- The volunteer will be provided with a badge which they should wear visibly at all times when they are representing the museum, on site or off site.
- The volunteer will be given a volunteer manual which outlines Museum procedures and policies; volunteers will adhere to the policies and procedures detailed in the manual.
- Must be at least 18 years of age.

Benefits:

- Discounted or free admission to many museum programs and events
- Invitation for two to attend the Annual Volunteer Banquet (First Friday of each December)
- Free individual admission for the volunteer during museum hours
- Certificates recognizing accumulated hours of service