

Milwaukee Public Museum

Volunteer Placement Description for Diorama Interpretator

Placement location:	Exhibit floors
Primary Contact:	Volunteer Coordinator
Length of Placement/Commitment	Minimum: six 4-hours shifts over six months

PURPOSE: Positively enhance visitor experiences by demonstrating models/artifacts and educating visitors about one diorama. Current dioramas are a) the Torosaur in the Third Planet (1st floor), b) the Bison Hunt in Native Americans (2nd floor), and c) the Guatemalan Marketplace (3rd floor).

RESPONSIBILITIES

- Accurately interpret the diorama/window and artifacts given as described in a script provided.
- Access the artifacts, optional cart, and *Ask Me!* pin on the ground floor. Report to chosen location on exhibit floor.
- Engage visitors in interactive questions, adjusting for age appropriateness.
- Use Collection Management Policies for handling and storing artifacts.
- Know/follow MPM policies as outlined in Volunteer Handbook and Rules of Decorum on the website.
- Self-schedule only for a date you know you can commit-to; record service hours on the internet calendar.

QUALIFICATIONS

- Must be a registered MPM volunteer, age 18 or above, and attend training for this position.
- Have the physical, cognitive and emotional skills to interact with the public, learn about MPM exhibits and policies, and impart accurate information.
- Have good communication skills in the English language (additional languages a plus), a cheerful attitude, and a strong sense of accountability to MPM and its visitors.
- Be willing to learn and impart accurate information about the exhibit and artifacts from the script provided.
- Reliability, promptness, and honesty are strong expectations.

HOURS and AVAILABILITY

- Window Interpreter is a seven-day-per-week opportunity with the greatest need for volunteers Friday—Monday and on holidays. (MPM is open 9-5 daily, 9-8 Thur; closed Thanksgiving, Christmas Day and July 4th.)
- To maintain active status and an Individual Volunteer Membership with MPM, volunteer must complete and record at least 48 hours per MPM calendar year in Volgistics (MPM calendar runs Sept 1-Aug 31).

TRAINING

- Trainings for Torosaur and Bison Hunt and the Guatemalan Marketplace are scheduled 1-2x a year.
- Personal time is needed to study the script and to come prepared to engage the public at the diorama chosen.

DRESS CODE:

- Business Casual, see Volunteer Handbook for specifics.
- Volunteer badge is to be worn visibly at all times. An “*Ask Me!*” button is provided.

BENEFITS

- All Volunteers (Event and Individual Membership) receive reduced parking fees in MacArthur Square and monthly emailed updates about MPM. (For reduced parking in MacArthur Square, purchase a pre-paid \$5 parking ticket at the admission windows before returning to your car.)
- An Individual Volunteer Membership (48+ hours per year) earns discounts in the café, coffee kiosk, and gift shop when wearing your Volunteer Badge. With 48 hours Sept-August, it is renewed for the next year. Event Memberships, for those completing less than 48 hours/year, earns reduced parking in MacArthur Square.

SUCCESS MEASURES

- Visitors have a better MPM visit because of you, learn more about your diorama/window, and want to return.
- Volunteers honor their commitment and become proficient in using Volgistics to schedule shifts and record hours.
- Volunteers maintain communication with the MPM Volunteer Coordinator.