

# Milwaukee Public Museum

## Volunteer Placement Description for Nickelodeon Silent-Film Operator

**Placement location:** *Pastimes* theater in the Streets of Old Milwaukee  
**Primary Contact:** Volunteer Coordinator  
**Length of Placement:** Minimum: six 4-hour shifts over three months

**PURPOSE:** Positively enhance visitor experience by welcoming and educating visitors about the beginnings of silent films and operating the DVD player in *Pastimes*, the silent-film nickelodeon in the Streets of Old Milwaukee.

### RESPONSIBILITIES

- Welcome visitors into the theater, inspire their curiosity about silent films, and reply to questions with age-appropriate responses.
- Study information on cinema history provided in the volunteer binder (kept in the Nickelodeon).
- Pick up the Nickelodeon key with your Volunteer ID badge, play DVD's on equipment provided in the *Pastimes* theater. Turn off equipment and lights, and lock doors when leaving.
- Return Nickelodeon key to Security after closing and report any maintenance problems.
- 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, primarily groups of 2-10, to explain the cinema culture of the early 1900's in America while adapting information to the age level of the audience.
- 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 guests.
- Be able to climb seven steep steps to operate the DVD player and to work alone in a darkened theater.
- Reliability, promptness, and honesty are strong expectations.

### HOURS and AVAILABILITY

- The Nickelodeon 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 4<sup>th</sup>.)
- To maintain active status and an Individual Volunteer Membership with MPM, volunteer must complete and record at least 48 hours per MPM calendar year (Sept-Aug) in Volgistics.

### TRAINING

- Training sessions are scheduled 4-5x per year.
- *Pastimes* equipment is similar to home video equipment; written directions are in a folder in the Nick and will be demonstrated as part of the training.
- Shadow an established volunteer in the *Pastimes* theater until you are confident to staff the position alone.

### DRESS CODE:

- Business Casual, see Volunteer Handbook for specifics.
- Volunteer ID badge 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 experience and learn about the beginnings of film, 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.