



VOLUNTEER JOB DESCRIPTION

Revised 12/2019

Title: Einstein Gala, Silent Auction Volunteers **Reports to:** Director of Development/Development Associate

Purpose: The National Museum of Nuclear Science & History seeks energetic, outgoing volunteers to help us engage the community in dialogue about science education efforts at the Museum. The Volunteer will assist with the Einstein Gala and perform tasks assigned by the Development Department. The Einstein Gala is the Museum's largest annual fundraising event. that supports the Education Department's STEM programming.

Responsibilities:

- Be knowledgeable of, and able to articulate, the Museum's mission, programming, and purpose of the Einstein Gala
- The day or day before the event, assist in setting up and staging the auction, assisting patrons during the auction, and with the auction check out process.

Qualifications:

- Outgoing, friendly personality
- Excellent communication skills
- Comfortable with speaking to others on behalf of the Museum
- Dependable; ability to follow through with commitment to the Museum
- Reliable transportation
- Smart phone with ability to download and navigate "Group Me" application
- Interest in the Museum and its programming, exhibits, and activities

Training Provided:

- "Group me" smart phone application
- Museum mission & programs
- Silent auction check-in/checkout procedures
- Mobile bidding platform
- Item identification

Time Commitment: Approximately 12 - 15 hours

The Volunteer will attend a training session to learn about the silent auction process, using the group me mobile phone application, and what to expect at the Gala, **approximately 2 - 3 hours.**

Set up on Friday night before Gala, **approximately 2 - 3 hours.**

Day of Gala, **approximately 5 – 6 hours.**

Benefits:

In addition to the numerous intangible benefits of volunteering at the Museum, you receive:

- An invitation for the volunteer and a guest to the Volunteer Appreciation Picnic, usually held in June.
- For those volunteers who complete 100 or more hours of volunteer service annually, an invitation for the volunteer and a guest to the Annual Holiday Volunteer Party, usually held in early December.
- Two guest passes

Volunteer Printed Name: _____

Volunteer Signature: _____

Date: _____