



VOLUNTEER JOB DESCRIPTION

Revised 12/2019

Title: Einstein Gala, Usher/Check out **Reports to:** Director of Finance/Office 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 support the Einstein Gala. 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
- Direct guests to coat check, VIP Room, and Silent Auction Room
- Work silent auction check out table, accurately request and distribute silent auction items from silent auction volunteers.
- Answer questions
- Usher guests to their seats

Qualifications:

- Outgoing, friendly personality
- Excellent communication skills
- Ability to keep calm under pressure
- 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

Training Provided:

- Museum mission & programs
- Check-in/checkout technology training
- Table chart
- Hotel map
- Basic silent auction checkout

Time Commitment: Approximately 10 - 15 hours

The Volunteer will attend a training session to learn about the silent auction process, using the group me mobile phone application, and check out/item retrieval processes, **approximately 2 - 3 hours.**

Day of Gala, **approximately 6 – 7 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: _____