



Curatorial/Collections Volunteer Job Description

Administrative:

- File paperwork related to new acquisitions, loans and exhibits
- Create new files for object and donor records
- Maintain archival vertical files related to Texas Artists and San Antonio history

Location – main campus

Commitment – 1-2 hours per week

Registration/Collection Management:

- Work closely with artifacts related to a particular collection area (History, Archaeology, Archives, Art, Natural History, Paleontology, Geology) or a particular type of collection (textiles, weaponry, furniture, fossils, taxidermy, etc.)
- Create baseline records for all new acquisitions, including assessing condition, describing physical characteristics, recording accurate dimensions, and capturing photograph.
- Enter collected information into new records of the Re:Discovery Proficio collection management database.
- Create storage solutions for artifacts.
- Assist with inventories of larger collections.
- Assist with other projects as needed.

Location – main campus and/or repository

Commitment – 2-4 hours per week

Library:

- Catalog a recent acquisition of Texana (Texas related) books and other library collections.
- Create catalog records in Re:Discovery Proficio collection management database, copying information from World Cat catalogue.
- Must have intermediate computer skills.

Location – main campus

Commitment – 2-4 hours per week

Exhibit Installation/Deinstallation:

- Assist with artifact handling in preparation for and during exhibit installation and deinstallation.
- Requires some training prior to first shift.
- Prepare artifacts for safe transport to and from museum main campus.
- Ensure safe display of artifacts for temporary exhibits, under supervision.

Location – main campus and/or repository

Commitment – as needed

Artifact Cleaning:

- Assist with artifact cleaning while on “permanent” or long-term exhibit.
- Requires some training prior to first shift.
- Ensure artifacts and other items on display are clean using museum best practices.

Location – main campus or repository

Commitment – as needed

Paleontology & Geology Collection Stewardship Project:

- Clean specimens using museum best practices and techniques.
- Photo processing to create preservation and access images of each specimen.
- Create catalog records for each specimen in Re:Discovery Proficio collection management database.
- Prepare materials and assist in the creation of custom storage trays for certain specimens.
- Prepare storage cabinetry for rehoused specimens.

Location – repository

Commitment – Tuesdays, Wednesdays and/or Thursdays; shifts should be around 4 hours long



GALLERY ENGAGEMENT VOLUNTEER DESCRIPTION

POSITION SUMMARY

The Visitor Engagement Volunteer positively interacts with visitors throughout the Witte Museum and monitors all museum exhibits. The Volunteer is responsible for enhancing the visitor experience, assisting visitors with exhibit interactive components, ensuring the safety of the visitors and exhibits, and maintaining the excellent operating condition of the exhibits. The Visitor Engagement Volunteer welcomes visitors entering the museum, promotes membership and surcharged exhibit sales and provides information about exhibits, prices, and programs. The Visitor Engagement Volunteer assists Security and Public Safety in monitoring visitor activities.

RESPONSIBILITIES:

- Positively engage with all museum visitors
- Assists visitors in galleries by answering questions and guiding their experience in the galleries as needed
- Clearly communicates information about exhibits, programs, and events helping the visitors make informed decisions about their experience
- Assists with wayfinding and guiding visitor traffic flow in the museum
- Assists Security and Public Safety in responding to museum alarms and emergency situations as they occur
- Helps clean, sanitize and maintain the appearance of the Witte Museum

EXPERIENCE AND SKILLS:

- Computer proficiency in Microsoft Word, Excel and Outlook is required
- Must be able to work independently and as a team member
- Must be a detail oriented and enthusiastic individual

TIME COMMITMENT:

- Mon-Friday 9:30-1:30pm or 1:00-5:00pm
- Free Tuesdays: 3-6pm* (summer hours 3:00-7:00pm)
- Saturdays 9:30-1:30pm OR 1-5pm
- Sundays 11:30am-3pm, 11:30am-5pm, 1-5pm

PHYSICAL REQUIREMENTS:

- Must be in good physical condition, able to move moderately heavy objects (35lbs.), bend, stoop, walk, climb stairs, stand, and sit for extended periods of time
- Must be able to work a flexible schedule including weekends, holidays, and after hours
- Ability to work evenings and weekends as needed



HEB BODY ADVENTURE (HEBBA) VOLUNTEER DESCRIPTION

POSITION SUMMARY

The HEBBA Volunteer positively interacts with visitors at the Witte Museum specifically in the HEB Body Adventure exhibit. The Volunteer is responsible for enhancing the visitor experience, assisting visitors with exhibit interactive components, ensuring the safety of the visitors and exhibits, and maintaining the excellent operating condition of the exhibits.

RESPONSIBILITIES:

- Positively engage with all museum visitors
- Assists visitors in galleries by answering questions and guiding their experience in the galleries as needed
- Clearly communicates information about exhibits, programs, and events helping the visitors make informed decisions about their experience
- Assists with wayfinding and guiding visitor traffic flow in the museum
- Assists Security and Public Safety in responding to museum alarms and emergency situations as they occur
- Helps clean, sanitize and maintain the appearance of the Witte Museum

EXPERIENCE AND SKILLS:

- Computer proficiency in Microsoft Word, Excel and Outlook is required
- Must be able to work independently and as a team member
- Must be a detail oriented and enthusiastic individual

TIME COMMITMENT:

- Mon-Friday 9:30-1:30pm or 1:00-5:00pm
- Free Tuesdays: 3-6pm* (summer hours 3:00-7:00pm)
- Saturdays 9:30-1:30pm OR 1-5pm
- Sundays 11:30am-3pm, 11:30am-5pm, 1-5pm

PHYSICAL REQUIREMENTS:

- Must be in good physical condition, able to move moderately heavy objects (35lbs.), bend, stoop, walk, climb stairs, stand, and sit for extended periods of time
- Must be able to work a flexible schedule including weekends, holidays, and after hours
- Ability to work evenings and weekends as needed



JOB DESCRIPTION

MUSEUM STORE ASSOCIATE-Volunteer

The Witte Museum is where Nature, Science and Culture meet and reveals Texas Deep Time, the layers of what is now called Texas, from millions of years ago to the present. The Vision of the Witte is to be the preeminent center for relevant content and engaging experiences in environmental science, STEAM, and cultural stories to shape the future of Texas by empowering all people to create an extraordinary life. The Witte Museum, founded in 1926, opened a transformed museum campus in March of 2017 to critical acclaim, locally to internationally. The \$100 million expansion ushered in a new generation of students and families from Texas and beyond who are empowered to discover nature, science and culture through immersive, interactive experiences in new galleries, labs and riverside habitats. The Witte has earned its reputation as "the People's Museum" because of a commitment to making lifelong learning accessible to all.

POSITION SUMMARY

The Museum Store Associate-Volunteer is a highly energetic individual who is passionate about enhancing the visitor experience. The Museum Store Associate-Volunteer provides excellent customer service to museum visitors and always portrays a positive and professional image. The Museum Store Associate-Volunteer promotes the museum's mission, exhibits, programs, and special events.

RESPONSIBILITIES

- Provides courteous, helpful customer service within established store standards throughout the store
- Assists customers with purchase selections; responds to customer requests and inquiries
- Learns and effectively communicates product knowledge to customer as appropriate (i.e., new items, appropriate age ranges, etc.)
- Be attentive of daily activities throughout the Museum, memberships, and other information to assist visitors with their museum experience
- Prepares store for daily opening and closing in a safe and efficient manner
- Assists in ensuring the selling floor is fully stocked and merchandise displays are visually inspiring
- Conscious of store sales goals and actively participates in achieving those goals
- Communicates best-selling items and inventory needs to the Museum Store Manager
- Assists with other duties as assigned

EXPERIENCE AND SKILLS

- Must be an energetic, outgoing and enthusiastic individual with strong verbal and performance skills
- Demonstrate good organizational and time management skills
- Possess excellent interpersonal communication skills and be comfortable interacting with families and children
- Proficient in the Microsoft Office Suite
- Ability to work independently and as a team member

PHYSICAL REQUIREMENTS

- Must be in good physical condition, able to move moderately heavy objects (35lbs.), bend, stoop, walk, climb stairs, stand, and sit for extended periods of time
- Available to work evenings and weekends as required



POSITION DESCRIPTION

PROGRAM PRESENTER-Volunteer

The Witte Museum is where Nature, Science and Culture meet and reveals Texas Deep Time, the layers of what is now called Texas, from millions of years ago to the present. The Vision of the Witte is to be the preeminent center for relevant content and engaging experiences in environmental science, STEAM, and cultural stories to shape the future of Texas by empowering all people to create an extraordinary life. The Witte Museum, founded in 1926, opened a transformed museum campus in March of 2017 to critical acclaim, locally to internationally. The \$100 million expansion ushered in a new generation of students and families from Texas and beyond who are empowered to discover nature, science and culture through immersive, interactive experiences in new galleries, labs and riverside habitats. The Witte has earned its reputation as "the People's Museum" because of a commitment to making lifelong learning accessible to all.

POSITION SUMMARY

The Program Presenter-VOLUNTEER presents demonstrations and programs, and inquiry-based experiences in the museum's core initiatives: Texas History, Science, Natural History and Health and Wellness. The Program Presenter-VOLUNTEER presents programs to all museum audiences including school children, teachers, adults, families and the general public. Some demonstrations and programs are presented in character and require interacting with guests in costume as a specific persona. The Program Presenter-VOLUNTEER is responsible for learning content information, setting-up and taking down programs, distributing hand-outs, and collecting program evaluations.

RESPONSIBILITIES

- Learns and presents demonstrations and activities throughout the museum
- Learns content information as provided by the education manager in each initiative
- Learn, rehearse and incorporate Witte Museum educational characters into established programming, such as Choosy Chef, Dr. Dig, and Captain Calcium, among others
- Learns and presents school programs using inquiry-based teaching techniques, behavior management skills, and adapting content level to students' ability
- Prepares program materials, including set-up and takedown; make copies and distribute student handouts and collect program evaluations as needed
- Ensures program materials are in good repair and appropriate for presentations; reports damages and broken components immediately
- Assists with other duties as assigned

EXPERIENCE AND SKILLS

- Must be an energetic, outgoing and enthusiastic individual with strong verbal and performance skills
- Demonstrate good organizational and time management skills
- Possess excellent interpersonal communication skills and be comfortable interacting with families and children
- Proficient in the Microsoft Office Suite
- Ability to work independently and as a team member

PHYSICAL REQUIREMENTS

- Must be in good physical condition, able to move moderately heavy objects (35lbs.), bend, stoop, walk, climb stairs, stand, and sit for extended periods of time

- Available to work evenings and weekends as required



RESERVATIONS VOLUNTEER DESCRIPTION

POSITION SUMMARY

- The Reservations Volunteer provides support to the Reservations Team. The Volunteer is responsible for answering the main museum line and assisting with group visit preparation. The Volunteer promotes membership, surcharged exhibits and provides information about exhibits, campus activities, prices, and programs. This position operates in a professional office environment, routinely using standard office equipment such as computers, phones, and photocopiers.

RESPONSIBILITIES:

- Responsible for answering incoming phone calls promptly and courteously
- Clearly communicates information about exhibits, programs, and events helping the visitors make informed decisions about their experience
- Promotes Witte Museum membership and surcharged exhibit sales
- Transfers phone calls to the appropriate staff
- Accurately records necessary information for requests to be processed by the Reservations Team
- Assist staff members with a variety of administrative tasks

EXPERIENCE AND SKILLS:

- Possess basic computer skills
- Ability to work a multiple-line phone system
- Must be a detail-oriented and enthusiastic individual
- Must have great communication skills
- Must be able to work independently and as a team member

TIME COMMITMENT:

- Available on week day mornings or afternoons
- Must commit to at least 2 scheduled shifts per month. Once a week or every other week preferred

PHYSICAL REQUIREMENTS:

- Must be able to remain in a stationary position for extended periods of time