



MUSEUM OF THE ALBEMARLE

CELEBRATING 50 YEARS: 1967-2017

Museum of the Albemarle

Volunteer Opportunities

The Museum of the Albemarle brims with historical treasures from across the Albemarle region. These treasures come to life for thousands of people every year with the help of volunteer docents who lead guided tours and hands-on Discovery Tours, adding a personal touch to a museum visit. Experience the fun of interpreting the past to children and adults by giving weekday and weekend tours. Assist with clerical projects and research library duties. Help develop educational programs, outreach, and promotional displays. Volunteers are some of the museum's greatest treasures!

Please join us. The opportunity awaits you to meet people, participate in special docent activities, and learn more about our region and state. Become a volunteer and help keep North Carolina's heritage alive.

For more information, complete the attached application and return to MOA.

Attention: Charlotte Patterson, Education Curator

Phone: 252-331-4032

email: charlotte.patterson@ncdcr.gov

Charlotte M. Patterson



MUSEUM OF THE ALBEMARLE

CELEBRATING 50 YEARS: 1967-2017

Museum of the Albemarle Volunteer Application

Name _____ Date: _____

Address _____

City _____ State _____ Zip _____

Phone # _____

E-mail _____

Birthday (month/day) _____

Emergency Contact: Name _____ Phone # _____

Educational Background/Specialized Training

Work Experience

Volunteer Experience

Please circle the days you can volunteer M Tu W Th F Sa Su
Mornings? _____ Afternoon? _____

Check all appropriate tasks you would like to work with at the museum.

(See next page for brief description)

Docent _____ Staff Assistant _____ Special Events _____

Research _____ Collections Care _____

Reception Desk _____ Facilities and Maintenance _____

How did you hear of the museum's volunteer program? _____

Applicant's Signature _____ Date _____

Please return to:

Charlotte Patterson, Education Curator at 501 S. Water Street, Elizabeth City, NC 27909

Volunteer Opportunities

There are many ways in which an individual can volunteer at the museum. For many volunteer positions, the skills needed are minimal. Strong communication skills, public speaking, an interest in history, and an enthusiasm for history. A knowledge of North Carolina and United States history is helpful, but not necessary. Opportunities are available during the week and on weekends.

Docents

Docents responsible for gallery tours provide general and specialized tours of the museum to visiting schools and adult groups. Docents will also assist with a multitude of educational programs inside and outside of the museum. Hands-on presentations, small group programs and other types of programming occur year round at schools, churches, civic groups, etc.

Special Events

Volunteers are needed to assist with special events periodically throughout the year. Duties may include assisting with craft activities, conducting surveys, acting as food/beverage host/hostess. In addition, volunteers are also needed to assist in preparing for special events prior to an actual program. These duties may include cutting paper and fabric.

Staff Assistants

Staff assistants work with the museum personnel in a variety of jobs including the library, collections, administration, and education offices.

Reception Desk

Reception Desk volunteers will assist the Public Information Assistant in greeting groups and visitors at the reception desk of the museum.

Research

Volunteers in research will assist the Curator in a wide array of activities. Opportunities will include research on specific artifacts or general research about historical trends or events.

Collections Care

Volunteers in Collections Care will assist the Curator in a variety of endeavors related to the care of collections.

FACILITIES AND MAINTENANCE

Opportunities available in Facilities and Maintenance include grounds keeping, dusting, mopping, and vacuuming inside of facility.