

# PORTAGE



# MUSEUM

## Volunteer Team

Your time and talents are essential to the continuing preservation and operation of the Museum at the Portage.

"Many hands make light and rewarding work".

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

General Availability: \_\_\_\_\_

Notes: \_\_\_\_\_

### Building & Grounds:

- Mowing
- Rose Garden
- Building Maintenance & Repair
- Moving or Heavy Lifting
- Cleaning (dusting, vacuuming, etc.)
- "Handymen/women" - fixing, painting, building, using tools, etc.

### Operations:

- Docent
- Stuffing Envelopes
- Phone calling

### Community Outreach:

- Parades (building or participating)
- Staffing booths at community events
- Public speaking (specify interests & credentials)

### Hospitality / Events:

- Setting up / taking down for special events
- Planning or assisting with special events
- Providing food or beverage for events

### Fundraising:

- Planning and/or hosting fundraising events/booths

### Collections & Exhibits:

- Helping set up at start of season and placing artifacts in archival storage for the off-season
- Exhibit design or construction
- Scanning photos or documents
- Entering data into PastPerfect software

### Education:

*\* Background checks may be conducted for those working with children.*

- Giving presentations in classrooms
- Helping with large groups (field trips, etc.)
- Helping with special workshops and events
- Designing educational curriculum / materials
- Helping with genealogy or historical research
- Contributing articles to periodic newsletter

### Arts & Technology:

- Photography or Videography
- Audio / video editing
- Transcription of oral histories
- Graphic design (t-shirt, ads, brochures, etc.)
- Update website (with webmaster)
- Technology Assistance