OREGON MUSEUM OF SCIENCE AND INDUSTRY

Position Title: Special Event Greeter
Reports To: Event Coordinators
Department: Various
Location: Museum on Water Avenue

POSITION SUMMARY: Special Event Greeters connect with life-long learners by supporting vendors, presenters and guests at a variety of OMSI events. Volunteers will be able to enjoy OMSI’s special events from an insider's perspective! Most special events take place on evenings and weekends and individuals generally commit to volunteering for at least four hours per month with events. Because of the changing nature of OMSI’s special events, duties may vary considerably. Flexibility with event plans and enthusiasm for education are a must! Must be 18 or older.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
• Greet visitors and welcome them to the museum during special events.
• Check tickets and assist visitors in understand the layout of the museum or event space.
• Give clear directions and provide information about different activities happening during the event throughout the museum, including within the Planetarium, Theater, Featured Hall or other exhibits and attractions.
• Check out wheelchairs and strollers to visitors as needed.
• Facilitate activities and demonstrations for different age groups
• Assist event coordinators with clerical tasks associated with events as needed.

KNOWLEDGE AND SKILLS:
• Comfortable with public speaking to groups and individuals
• Strong communication and customer service skills.
• Able to maintain a calm, pleasant, and cheerful demeanor in a variety of atmospheres.
• Able to listen and communicate with people of diverse backgrounds and ages.
• Dependable and punctual.
• Self-directed and willing to ask for help when needed.
• Willing to follow OMSI rules and procedures.

SCHEDULE AND SUPPORT:
• Typical Schedule: Evenings and weekends, though some daytime events may occur
• Minimum number of hours: 4 hours per event
• Attend the following trainings or classes:
  o Volunteer Orientation
  o Emergency Protocols & Safety Training
  o Event-specific training per event

VOLUNTEER BENEFITS:
• Training opportunities and a lifelong learning experience.

To apply or learn more, visit our website at www.omsi.edu/volunteer or contact Volunteer Engagement at 503.239.7814 or Volunteer@omsi.edu
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- Admission for the volunteer to the museum exhibits and attractions based on availability.
- An OMSI Family Membership upon completion of 50 hours of volunteer service.
- Discounts in OMSI Science Store and on-site restaurants.
- The opportunity to meet many new people and learn more about OMSI.

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