

# OREGON MUSEUM OF SCIENCE AND INDUSTRY

Position Title: Special Event Greeter  
Reports To: Event Coordinators

Department: Various  
Location: Museum on Water Avenue

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**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:
  - Volunteer Orientation
  - Emergency Protocols & Safety Training
  - Event-specific training per event

## **VOLUNTEER BENEFITS:**

- Training opportunities and a lifelong learning experience.

**To apply or learn more,** visit our website at [www.oms.edu/volunteer](http://www.oms.edu/volunteer) or contact Volunteer Engagement at 503.239.7814 or [Volunteer@oms.edu](mailto:Volunteer@oms.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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