

Large Programs & Events Volunteer Job Description

The Large Programs & Events Volunteer plays an important role in ensuring the success of major events and programs at our museum. This position involves a variety of responsibilities, from crowd control and feedback collection to parking management and registration check-in.

Duties:

- Greet visitors as they arrive, help with registration check-in, and provide directions to various event locations within the museum
- Distribute event materials, such as programs and maps, to attendees and provide information about the event schedule, activities, and exhibits
- Help manage the flow of guests to prevent congestion in high-traffic areas, as well as the flow of traffic in the parking lot and overflow lot
- Provide guidance and support to ensure guests adhere to museum policies and event guidelines
- Report any issues or emergencies to museum staff promptly
- Distribute and collect feedback forms from attendees
- Provide input and suggestions for improving future events based on observations and guest feedback
- Other duties as assigned

Requirements:

- Enthusiasm for history and community engagement
- Strong interpersonal and communication skills
- Ability to work effectively as part of a team
- Reliability, punctuality, and commitment to scheduled shifts
- Flexibility to assist with a variety of tasks as needed
- Ability to stand or sit for extended periods
- Pass a background check

Benefits of volunteering:

- Enjoy the opportunity to learn more about local history and event execution
- Contribute to the community and support the museum's mission
- Access to museum events, exhibits, and educational opportunities

3500 Shamrock Dr.
Charlotte, NC 28215



704-568-1774
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- Develop skills in customer service, teamwork, problem-solving, and organization