

ChicagoHistoryMuseum

VOLUNTEER POSITION DESCRIPTION

POSITION TITLE: Volunteer Gallery Facilitator for *American Medina: Stories of Muslim Chicago*

DEPARTMENT: Education

STATUS: Non-employee

POSITION SUMMARY:

This temporary exhibition will feature recorded oral histories from Chicago's Muslim community. The volunteer gallery facilitator will enhance the museum visitor's in experience in the *American Medina* exhibition by offering visitors opportunity for conversation and thoughtful dialogue, and a chance to reflect on the exhibition material.

Note: this position exists for individuals willing to volunteer their services without expectation or contemplation of compensation.

POSITION SPECIFIC DUTIES:

The volunteer gallery facilitator will engage museum visitor's in the *American Medina* exhibition by providing an introduction to the gallery, and opportunities for conversation during the gallery visit. Following the gallery visit, the volunteer will facilitate a discussion to enable thoughtful conversation and reflection.

Volunteer gallery facilitators for *American Medina* will be scheduled with groups that make specific reservations to visit the exhibition.

Training Course

A specialized training workshop will be held Saturday, October 26, 10:00 a.m. to 3:00 p.m. This workshop will cover exhibition content, learning styles, as well as strategies for facilitating respectful, informal, and even challenging conversations suitable for museum visitors. The workshop will be led by Chicago History Museum education and curatorial staff.

Note: it is fundamental that the volunteer's work serve a civic, public, charitable or humanitarian purpose.

THIS VOLUNTEER POSITION REPORTS TO: Volunteer and Intern Manager, Exhibition Educator, Exhibition Curator

WORKING RELATIONSHIPS: Volunteer and Intern Manager, Education Staff, Visitor Services Staff

QUALIFICATIONS:

1. Applicants must have a commitment to making history relevant to a diverse audience through use of engaging, inquiry-based, conversational techniques, and innovative programming.
2. Top applicants must possess effective communication skills.
3. Additionally, potential volunteer gallery facilitators must enjoy listening.
4. Potential volunteers must be friendly and enjoy interaction with people of all ages, cultures, and backgrounds
5. They must have and maintain a positive attitude.
6. Potential volunteers must be capable of working in a high-energy environment.
7. Experience working with the public is a plus.
8. Docent and / or teaching experience is a plus, but not required.

9. The ability to speak another language is a plus, but not required.
10. Potential volunteers should have a predictable schedule and the ability to provide availability information at least 6 weeks in advance.
11. Applicants should be reliable and understand the importance of a volunteer commitment.
12. Potential volunteers must be able to stand on their feet for up to two hours.
13. Volunteer gallery facilitators must be able to acceptably remember material learned at training and relay appropriate amounts to visitors.
14. Volunteer gallery facilitators may be asked to attend 1–2 additional meetings during the run of the exhibition in order to receive informational updates and keep skills and knowledge sharp.
15. Volunteers must show commitment to the mission, values, and programs of the Chicago History Museum.

TIMEFRAME OR COMMITMENT:

Volunteer gallery facilitator trainees must be able to attend the workshop training course, October 26.

Volunteer gallery facilitators would likely volunteer two to four instances per month, for about 2–4 hours. These hours will occur during the daytime, with the occasional request for an evening event. The facilitated gallery activities will be taking place on weekdays and weekend. We welcome applications from prospective volunteers with weekday and weekend availability. The exhibition will be open to the public for several months.

BENEFITS:

Chicago History Museum volunteers will be able to use and refine skills in the area of communicating a variety of historical topics in an engaging and effective manner with visitors of all ages, from nearby and international locations. CHM volunteers receive ongoing training, including opportunities to attend and participate in enrichment programming toward mastery of skills and to increase knowledge.

After a year of volunteering, CHM volunteers receive a complimentary membership.

Note: A CHM employee may not volunteer the same services they are employed to perform. An employee may not volunteer during his/her normal hours of work.

APPLICATION DEADLINE: We will be accepting applications until mid-October 2019.

If you are interested in applying for this volunteer position, please complete a [volunteer application](#), found on the CHM website, and submit your completed application according to the noted instructions.

Chicago History Museum Values

These are the values of the Chicago History Museum as an institution, our “Collective Values”:

- Service, Collaboration, Discovery, Creativity, Empathy, Authenticity, Integrity, and Stewardship.

These are the values that the staff and volunteers of the Chicago History Museum should embrace:

- All-in: Taking and sharing responsibility for the Museum, its mission, and our future.
- Welcoming: Demonstrating every day that the Museum is for everyone.
- Forward-looking: Anticipating needs, spotting opportunities, and solving problems with determination and ingenuity.

This job description is not intended to be an express or implied contract between CHM and anyone. CHM volunteers are volunteers at will. CHM reserves the right to change or assign other duties to this volunteer position as necessary to meet changing business needs. CHM is an equal opportunity institution.