

Hower House Museum Guild Volunteer Opportunities



The following are current volunteer opportunities. Please review and indicate at which committee(s) that you are interested in. Training and/or mentorships are available for all positions.

- _____ **Education committee:** general guiding for public and private tours, hosting for tours, monitoring for special events and holiday.
- _____ **Education - specialty tours:** leading or assisting with tours for elementary school, homeschool children and youths. Occasional college-age student tours. Training and materials provided.
- _____ **Education - Carriage House:** conducting or assisting with tours, monitoring of the Carriage House (open Fridays/Saturdays, May - October). Light housekeeping, i.e. sweeping floors, dusting vehicles, preparing for tours. Training provided.
- _____ **Hospitality committee:** includes helping to host one of the six regular Guild meetings. Monitoring supplies in the HHM pantry, the Cellar Door Store parlor, and shopping for needed supplies using Guild monies.
- _____ **Office assistance:** assist with Hower House Museum mailings and office support (make copies, answer phone/take messages, answer the door, sign for deliveries, set up/open for tours).
- _____ **Membership committee:** assist the First Vice President (Membership) with mailings, follow-up calls/letters, membership recruitment and related events.
- _____ **Program committee:** assist the Second Vice President (Programs) planning for regular and special meetings.
- _____ **Field trip/Guild Gadabouts excursions:** assist with plans/arrangements for Guild Gadabouts and educational field trips.
- _____ **Holiday season:** assist with holiday season arrangements, scheduling of musical talent, inventory of holiday items.
- _____ **Cellar Door Store committee:** assist the CDS chair in operation of the shop during tour times and for special events. Training provided.
- _____ **Old Time Photo Studio:** Operate or assist in the operation of the vintage photo studio, located inside the Cellar Door Store. Help with hours of operation (tours, special events), identify needed supplies, operate photo and printing equipment. Training provided.
- _____ **Special Events:** assist with any of the special events at the Hower House Museum each year, such as Artisan Fair, annual meetings, outdoor or indoor concerts, tea events. Assisting can run the gamut of organizing staffing, making calls, placing food orders, etc.
- _____ **Photo studio:** assist with the "vintage" photo studio for special events and scheduled visits.

Address _____

City _____ State: _____ Zip code: _____

Home phone: (____) _____ (optional) cell phone: (____) _____

Email address: _____

Please complete and return to: Hower House Museum; The University of Akron; Akron OH 44325-2401

Or email dmm47@uakron.edu