



Museum of the West Volunteer Positions:

Docent

- Lead interpretive programs including school trips, public tours, and guided visits.
- Work with the Museum Educator to create a guided-tour experience that compliments students' curriculum.
- Adhere to a schedule laid out by the Trips & Tours Manager.
- Assist with promotional and marketing programs, as well as other docent-related tasks.

Historical Interpreter

- Embody a historical figure or fictitious character and engage with the complex stories portrayed in the gallery.
- Requires accurate, historic interpretations based on thorough research.
- Assist with interpretive programs including school programs, public tours, scheduled tours, and special events.
- Must be proficient in reading, writing, and speaking English. (Bilingual candidates are a plus!)
- Must be comfortable and articulate with public speaking.
- Flexibility to work weekdays and weekends as well as special events.

Cataloging

- Register, catalog, and document collection material.
- Assist with the care, organization, storage, and safety of the collections.

Digitizer

- Input catalog lists into our computer database system.
- Must be computer literate, and capable of sitting for lengths of time.
- Often required to take meticulous notes.
- Help format data for transitioning from the PastPerfect Database to Collective Access.

Researcher

- Join us in servicing our community by answering their questions!
- Each year, our research library completes hundreds of research inquiries relating to Western Colorado. These requests come from all around the world, pertaining to different topics such as the lives of historic individuals and events, newspaper

articles, property in the downtown area, oral histories, and family histories/genealogy.

- Requires basic librarian skills, such as pulling records, books, using microfilm, organizing the library, using call numbers for books, scanning, and superb researching abilities.
- Must be proficient in reading, writing, and speaking English. (Bilingual candidates are a plus!)
- Communicate effectively with a group.

Event Personnel

- Assist with the set up and break down process of events.
- Manage ticket sales, direct foot traffic, engage with the general public, or perform other tasks based on your determined role prior to the event.
- Be flexible to work evenings and weekends.
- Take direction from the Event Supervisor, and assist with the event as necessary.