

Honolulu Museum of Art

Volunteer Position:
ARTafterDARK Volunteer
Overview/Purpose:
ARTafterDARK is the museum's monthly night art party, held on the last Friday of the month, January through October from 6:00–9:00pm on the grounds of the Honolulu Museum of Art. Approximately 250 people attended the first ARTafterDARK. Today, more than 2,000 people regularly attend this event. Various volunteer opportunities are available, including checking-in and banding visitors, assisting our museum photographer, and promoting/selling museum memberships.
Activities/Duties:
Volunteers will play an integral role in assisting our museum staff by: <ul style="list-style-type: none">• Assisting with membership sign-up/renewals on laptop computers;• Assisting with membership sign-up/renewals on manual paper forms;• Selling event admission;• Promoting and selling museum memberships by explaining the benefits of joining;• Processing cash, check, and/or credit card transactions for admission, and/or membership sales;• Member iPad check-in;• Directing visitors to membership sign-up/renewal lines;• Administering wristbands to all visitors over 21 years of age;• Distributing Question Art activity flyers to guests within the museum;• Assisting our staff photographer by taking down the names of photographed guests;• Handling claim check items; and• Other duties, as assigned.
Desired Qualifications:
<ul style="list-style-type: none">• A strong interest in the Honolulu Museum of Art, its collections, and museum settings in general;• A willingness to learn and share information about the museum and its collections;• Punctuality—reports for shift on time, and is ready to perform all above activities/duties in a timely and courteous manner;• Excellent customer service and ability to assist and communicate well to a diverse group of people of all ages;• Ability to be focused in a busy environment;• The utmost level of discretion and confidentiality;• Ability to navigate the Honolulu Museum of Art.

Honolulu Museum of Art
900 S Beretania Street
Honolulu, HI 96814
808-532-8700

www.honoluluuseum.org

Honolulu Museum of Art
Spalding House
2411 Makiki Heights Drive

Honolulu Museum of Art
First Hawaiian Center
999 Bishop Street

Honolulu Museum of Art
School
1111 Victoria Street

Honolulu Museum of Art
Doris Duke Theatre
Entrance on Kinau Street

Training:
<ul style="list-style-type: none"> • Volunteer positions to be assigned on a first-email, first-serve basis. Training for each position promptly at 5:30pm, on the evening of the event; • Must attend at least one New Volunteer Orientation, held quarterly within the museum;
Position Location:
Honolulu Museum of Art; 900 S. Beretania, Honolulu, HI
Supervision:
Director of Volunteer & Visitor Services, Visitor Services Associates/Coordinators, Membership Associates, and/or Events Associates
Time Commitments:
Every last Friday of the month, January through October, from 5:30pm - 8:30pm.
Benefits:
<ul style="list-style-type: none"> • Volunteers will build relationships with museum staff and members; • Opportunity for ongoing personal development and learning; • Insider access to the museum & world class exhibitions; • Invitation to two annual volunteer recognition events; • (1) Family Guest Pass to the museum.