Volunteer Position:  
Doris Duke Theatre Attendant

Overview/Purpose:  
The Honolulu Museum of Art has had a film program since the 1930s, when it showed classic films in Central Courtyard. Screenings moved to what is now the Doris Duke Theatre in 1977. The 280-seat Doris Duke Theatre screens independent, documentary, and international film and video, and a popular series of lectures, performances and concerts by world-famous visiting artists and the finest local performers. As a Doris Duke Theatre volunteer, you will be part of a group of enthusiastic volunteers and employees who share a commitment to supporting independent film, lectures, and performance in Hawai‘i.

Activities/Duties:  
Volunteers will assist our theatre staff with –  
• Greeting all guests and visitors at the theater entrance;  
• Providing general information about the museum and responding to inquiries regarding films, lectures, and performances at Doris Duke Theatre;  
• Film Festival Reception set-up;  
• Taking tickets from museum patrons;  
• Verifying age, and administering wristbands to all visitors over 21 years of age;  
• Ushering and seating patrons to their seats inside the theater;  
• Distributing flyers and theater programs;  
• Performing clerical projects such as data collection, photocopying, filing, and typing;  
• Operating the theater concession stand and processing cash, and/or credit transactions using an iPad; 
• Assisting Doris Duke Theatre staff with other various duties, as assigned.

Desired Qualifications:  
• A strong interest in the Doris Duke Theatre, its film programming, lectures, performances, and other events;  
• A willingness to work with staff to learn and share information about the theater and its films/performances;  
• 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;  
• Familiarity with the museum and theater layout, programs, and events.

Training:
• Training and assignments to be discussed prior to each shift;
• Must attend at least one New Volunteer Orientation, held quarterly within the museum.

Position Location:
Honolulu Museum of Art Doris Duke Theatre; 900 S. Beretania Street, Honolulu, HI

Supervision:
Director of Volunteer & Visitor Services, Visitor Services Associates/Coordinators, Doris Duke Theatre Manager, Film Curator, & theatre staff.

Time Commitments:
At least one film reception/performance per month (approximately 3 hour shift)

Benefits:
• Volunteers will build relationships with Doris Duke Theatre staff and patrons;
• Opportunity for ongoing personal development and learning;
• Insider access to the theatre, films/performances, & museum exhibitions;
• Invitation to two annual volunteer recognition events;
• (1) Film Voucher for each event you volunteer for; and
• (1) Family Guest Pass to the museum.