

Honolulu Museum of Art

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| 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 – <ul style="list-style-type: none">• 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: |
| <ul style="list-style-type: none">• 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: |

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

www.honolulumuseum.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 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.