

Honolulu Museum of Art

Volunteer Position:
Membership Support Phones
Overview/Purpose:
As a Membership Support Phones volunteer, you will provide support to our Membership Department by making courtesy phone calls to current Honolulu Museum of Art members on behalf of the museum. Volunteers will follow a script with no solicitation involved. Calls will be simply a courtesy call to thank members for their support, seek feedback, and advise of upcoming museum events.
Activities/Duties:
Volunteers will play an integral role in assisting the museum to meet internal and external administrative needs by – <ul style="list-style-type: none"> • Calling our members on a multi-line phone system; • Following a written script to communicate to our members; • Navigating the Honolulu Museum of Art website to find answers for our members; & • Communicating with museum staff.
Desired Qualifications:
<ul style="list-style-type: none"> • 18 years of age, or older; • Articulate; • Dependable; • Ability to work independently; • The utmost level of discretion and confidentiality; • Multi-line phone experience a plus, but not necessary; • Good judgment & communication skills; • Ability to navigate the Honolulu Museum of Art website.
Training:
<ul style="list-style-type: none"> • This position requires one 3-hour session of training/supervision; • Must attend at least one New Volunteer Orientation, held quarterly within the museum.
Position Location:
Honolulu Museum of Art; 900 S. Beretania Street, Honolulu, HI 96814
Supervision:
Director of Volunteer & Visitor Services, Director of Development, Membership Department Associates, and Visitor Services Associates/Coordinators.
Time Commitments:
Volunteer commitment varies, but will typically be 3-hour shifts.
Benefits:
<ul style="list-style-type: none"> • Volunteers will build relationships with museum staff and constituents;

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

- 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.