

Honolulu Museum of Art

Volunteer Position:
Museum Gift Shop Volunteer
Overview/Purpose:
The Honolulu Museum of Art Shop offers publications, stationary, prints, jewelry, pottery, and other items that reflect the international scope of the museum's collections. As a Gift Shop volunteer, you will assist staff by providing a welcoming presence and excellent customer service to all visitors and staff.
Activities/Duties:
Volunteers will play an integral role in assisting our Gift Shop staff with – <ul style="list-style-type: none"> • Greeting all guests and visitors; • Assisting visitors with items on the sales floor & responding to any questions in a courteous manner; • Operating the POS register and processing cash, check, and/or credit card transactions for gift shop, and/or membership sales; • Assisting Gift Shop staff with various tasks including labeling and merchandise pricing; • Familiarity with the contents of the shop. Seeks immediate assistance from Gift Shop staff for additional information or assistance with a customer, if needed; • Providing general information about the museum and responding to inquiries regarding membership, exhibitions, events, films or performances at Doris Duke Theatre, the Gift Shop, Café, Spalding House, and the Art School; • Promoting and selling museum memberships by explaining the benefits of joining; & • Other duties, as assigned.
Desired Qualifications:
<ul style="list-style-type: none"> • Performs all above activities/duties in a courteous manner; • Excellent customer service and ability to assist and communicate well to a diverse group of people and age groups; • Ability to be focused in a busy environment; • Familiarity with the museum layout, exhibitions, programs, and events.
Training:
<ul style="list-style-type: none"> • Shop training to be discussed with Gift Shop Manager; • Must attend at least one New Volunteer Orientation, held quarterly within the museum.
Position Location(s):
Honolulu Museum of Art; 900 S. Beretania Street, Honolulu, HI Honolulu Museum of Art Spalding House; 2411 Makiki Heights Drive, Honolulu, HI

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

Supervision:

Director of Volunteer & Visitor Services, Gift Shop Managers and Associates, and/or Visitor Services Associates/Coordinators.

Time Commitments:

- Volunteer opportunities will be available during Gift Shop hours + occasional special museum events.

Benefits:

- Volunteers will build relationships with museum staff, members, and visitors;
- Opportunity for ongoing personal development and learning;
- Insider access to the museum & world class exhibitions;
- Invitation to two annual volunteer recognition events; and
- (1) Family Guest Pass to the museum.