



For more information or to set up an interview, please contact:
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POSITION:

SPECIAL EVENT & MUSEUM SUPPORT VOLUNTEER

SUPERVISOR:

Mary Jo Knapp, Visitor Services and Education Programs

Want to be more involved with the Historical Society, but can only commit once or twice a year? This is the position for you!

POSITION DESCRIPTION:

The Historical Society participates in approximately 20 special events each year, hosted at the Historical Center in downtown Milwaukee, Trimborn Farm in Greendale, as well as other offsite ventures. We are looking for volunteers to act as food and ticket sellers, security-stationed docents, set-up and take-down, etc. Additional opportunities to help with event preparation such as assistance with mailings, outreach, and marketing are also available.

Example Events:

- Exhibit-based programming for annual exhibition (downtown Milwaukee)
- Annual Trimborn Farm Harvest of Art & Crafts (Greendale)
- Doors Open Milwaukee (Historical Center, downtown Milwaukee and Kilbourtown House, Shorewood)
- A Very Merry Milwaukee: Picture with Santa Event (Historical Center, downtown Milwaukee)

REQUIREMENTS:

Volunteers must be 18 years or older or accompanied by an adult. Individuals with a background in customer service, event planning, and communications are encouraged to apply.

TIME COMMITMENT:

Time commitment varies based on event but once accepted as a volunteer, you must work 2 shifts a year to remain active.

TRAINING:

Minimal event specific training may be needed.

BENEFITS:

- Free family admission to the Milwaukee County Historical Society's Historic Sites.
- Discount of 40% on membership in the Milwaukee County Historical Society.
- Opportunities to participate in Museum programs, events, and activities.

A criminal background check may be conducted prior to volunteering

Milwaukee County Historical Center Museum, 910 N Old World 3rd St., Milwaukee, WI 53203
www.milwaukeehistory.net