



# PHILIP J. CURRIE DINOSAUR MUSEUM

**Position:** Special events volunteer

**Organization:** Philip J. Currie Dinosaur Museum

**Type of Work:** Assisting in different aspects of special events

**Immediate Supervisor(s):** Event Coordinator

**Time Span:** Special events (can include odd hours)

**Description:** The museum holds various special events with many possible opportunities. Everything from themed parties, such as, Halloween, to the opening ceremony for the 2018 Summer Games. These events require take down and set up, photography, lighting, greeting and endless other possibilities.

**Volunteer Duties:**

- Set up and take down
- Bussing
- Serving/Porting
- Welcome visitors
- Photography: taking photos at events; obtaining permission forms
- Silent and live auction help

**Good qualities to have:**

- Willingness to assist with food and beverage (Proserve and food safe an asset)
- An outgoing, positive, friendly demeanor
- Is responsible and dependable
- Good verbal communication skills
- Knowledge of gallery and exhibits
- Ability to stand or sit for long periods of time
- Comfortable handling money