Volunteer

Information Package

Event Description

Expectations

Volunteer Position Descriptions

Event Photography Release

Contact: Renée Bushelle,
Manager of Visitor Services,
Internship and Volunteer Coordinator
718-727-1135

STATEN ISLAND MUSEUM

Explore · Experience · Engage

Grand Opening Event Information

Project Manager: Samantha Floyd
718-483-7137
sfloyd@statenislandmuseum.org

Grand Opening Festival and Ribbon Cutting Ceremony

Saturday, September 19, 10:00am – 5:00pm
Staten Island Museum at Snug Harbor
1000 Richmond Terrace, Building A
FREE

Join us for the GRAND OPENING! Opening day festivities will include FREE admission, the ribbon cutting ceremony (at 10AM), lawn games for the whole family, food, live music, crafts for kids, and some special surprises. The day (10:00am – 5:00pm) will be a full festival of art, science, and history celebrating all things Staten Island!

Explore the inaugural exhibits: Remember the Mastodon: A Richmond County Savings Foundation Exhibition (Lobby, 1st Floor, Opening the Treasure Box: Bringing the World Home (South Gallery, 2nd Floor), Staten Island SEEN (The Staten Island Foundation Gallery, 1st Floor & North Gallery, 2nd Floor), and From Farm to City: A Richmond County Savings Foundation Legacy Exhibition (Auditorium – Ground Floor).

While you're here, don't forget to visit the Autumn Moon Festival (Sept. 19 from 12pm - 4pm), presented by our friends at the Snug Harbor Cultural Center and Botanical Garden. Featuring tours, traditional music and dance performances, Martial Arts and Tai Chi demos, as well as lessons in Chinese calligraphy around and in the New York Chinese Scholar's Garden. For more information, visit Snug-Harbor.org.

Grand Opening Weekend – Part 2

Sunday, September 20, 12:00pm – 5:00pm
*Museum Members ONLY hours: 10:00am – 12:00pm (must bring Membership Card)
Staten Island Museum at Snug Harbor, 1000 Richmond Terrace, Building A
FREE

Join us for part 2 of the Grand Opening Festivities! Classical Concert with the Musical Chairs Chamber Ensemble, Gallery Tours, Art Talks, Nature Walks, refreshments (presented by the Staten Island Museum Guild), and more!

Media Sponsors:

1010 WINS · FerryAds · NYC & Company Foundation · OUTFRONT media · TITAN · WQXR 105.9 fm wqxr.org

STATEN ISLAND MUSEUM

Explore · Experience · Engage

Volunteer!

Thank you!

for your interest in volunteering for the Grand Opening celebrations for the Staten Island Museum at Snug Harbor on Saturday, September 19th and Sunday, September 20th. This is *your* museum and we are happy that you will join us for the inaugural events.

Opening this museum has been an almost 50 year endeavor. We are delighted to bring this new cultural experience to Staten Island, which is certain to be an engaging addition to New York City's exciting cultural landscape.

Each day is expected to have significant visitor volume. The nature of this high profile event will require high energy and endurance. A combination of staff and volunteers will make the Grand Opening weekend and our future a true success.

What's inside?

This package contains important information to help you select the right volunteer position and informs you about what you should expect as a volunteer. Please review this information carefully. We want you to be successful in your volunteer roles *and* to enjoy your experience.

We are also interested in growing the Museum's volunteer base. If you would like to explore the possibilities, please speak with Renée Bushelle, Internship and Volunteer Coordinator.

STATEN ISLAND MUSEUM

Explore · Experience · Engage

Grand Opening Event

September 19, 2015
September 20, 2015

Group Release Form

This event is being filmed and photographed.

By your presence at this event, you consent to be recorded and photographed, and grant the Staten Island Museum the right to use your voice, name and likeness for the Staten Island Museum's non-profit or educational purposes, without compensation, and in all forms of media. You also hereby release the Staten Island Museum from all claims whatsoever in connection with the above.

_____

Print Name

_____

Signature

_____

Date

Please return to Renée Bushelle via email or when you check in for your work shift at the Information Station .

Interested in volunteering for the Grand Opening of Staten Island Museum at Snug Harbor?

Here's what you can expect:

- You can volunteer on Saturday, September 19th, Sunday, September 20th or both days
- Volunteer shifts for each day are a minimum of 4 hours. Shifts can start as early as 8:00am and end as late as 6:00pm-7:00pm depending on the need
- All volunteer teams are led by a Staten Island Museum staff member (Group Leader) who will direct your group's activities
- **Volunteers must check in at the Information Station 30 minutes before the start of their shift**
- **Volunteers will receive an id tag that must be returned at the end of a work shift even if the volunteer is working both event days**
- **What to wear:** Black T-shirts, black or dark colored pants and comfortable shoes.
  Please! No **"blue"** jeans
- On Saturday, September 19th, the Museum will host a community breakfast from 9:00am-10:00am.
  A Ribbon Cutting ceremony begins at 10:00am
- The Museum will provide a pizza lunch for volunteers on both days as well as snacks and water throughout. Volunteers with special dietary needs are asked to provide their own meals. There will be food trucks present at the event. A volunteer break station will be available for volunteers to take their breaks
- Volunteers working a 4 hour shift minimum are entitled to one 15 minute scheduled break with additional breaks provided as needed
- Volunteers working a full day are entitled to one 30 minute break with additional breaks provided as needed
- You are encouraged to park off-site on the event days (if possible) due to heavy traffic. If you need to leave quickly, this will make your departure easier
- **A group rehearsal is scheduled for Saturday, September 12th at our Snug Harbor location 1000 Richmond Terrace, Building A. You will be contacted with a time confirmation as the date gets closer. You will meet your group leaders and review event tasks on that day**
- Your Volunteer Coordinator (Renée Bushelle) is available to answer your questions. Please contact her directly at 718-483-7134 or email rbushelle@statenislandmuseum.org.

Volunteer Position Descriptions

- Please review the following pages thoroughly to select the position(s) that suits you best!

- Consider your strengths and limitations. Let us know of any special needs. We will do our best to accommodate you.

- Once you have made your selection(s), please contact Renée Bushelle at 718-727-1135 or rbushelle@statenislandmuseum.org to confirm your placement.

Thank you for your support.

Station	What you need to know about the volunteer assignments	Saturday 9/19 Station Activity Shift	Sunday 9/20 Station Activity Shift
	All positions require a: Some positions require: And others (++): ***High energy!***		
Admissions	Standing/Walking/Speaking (++) Free admission. Interact with visitors. Distribute silicone bracelets, maps, Museum swag. Keep traffic moving.	9:00am-5:30pm Last guest entry is at 4:15pm	10:00am-5:30pm Last guest entry is at 4:15pm
Auditorium Support	Standing/Walking/Speaking (+) Working with the Auditorium Manager, ensure smooth running of Musical Chairs concert. Monitor and serve light refreshments.	N/A	10:00am-2:30pm
Bag Check ***Accessibility for Visitors with Special Needs** **Bicycles**	Standing/Walking/Lifting (++) Intake for all items not permitted in the Museum – Knapsacks, large tote bags, skateboards, scooters, luggage type bags, boxes, etc. **Only service animals are permitted in the building. Pets must be kept on a leash and must stay with their owners at all times.** Bicycles can be locked at bike racks available on site. (Behind building A for example.) Keep traffic moving.	9:00am-5:30pm	10:00am-5:30pm
Breakfast Monitor	Standing/Walking/Serving On Saturday, set up and maintain community breakfast area under entertainment tent. Serve light refreshments and coffee/tea to visitors. Prepare and monitor volunteer lunch area in Building H. Provide lunch service support. Must be welcoming, engaging and like interacting with people.	8:00am-11:00am	N/A
Concert Refreshments Support	Standing/Walking/Serving Working with the Auditorium Manager, ensure smooth running of refreshment service for Musical Chairs concert. Monitor and serve light refreshments.	N/A	10:00am-3:00pm
Education Department Support (Interior)	Standing/Walking/Speaking/Participating (+) Support Museum Educators and Manager of Educator with activities in the Mastodon Gallery and the classroom. Ensure that activities run smoothly. Ensure safety of exhibits.	10:00am-5:00pm	10:00am-5:00pm
Education Department Support (Tent)	Standing/Walking/Speaking/Participating (+) Support Museum Educators and Manager of Educator with activities in the GeoThermal tent. Ensure that activities run smoothly.	N/A	10:00am-5:00pm

Station	What you need to know about the volunteer assignments	Saturday 9/19 Station Activity Shift	Sunday 9/20 Station Activity Shift
	All positions require a: Some positions require: And others (++): ***High energy!***		
Entertainment Tent/Stage support	Standing/Walking/Speaking (+++) High energy position. Assist the Stage Manager and Assistant Stage Manager in all aspects of entertainment production. High energy, attention to detail and able to keep to production schedule	10:30am-5:00pm	N/A
Event Breakdown	Labor intensive. On Saturday afternoon, prepare for Sunday's activities. Sunday: final breakdown of event	4:00pm-8:00pm (est)	4:00pm-8:00pm (est)
Event Set up	Labor Intensive. Set up all tables, tents, work stations, etc.	7:00am-9:30am or until complete	9:00am-11:30am or until complete
Facilities Support	Standing/Walking/Lifting (++) Working with Facilities staff, monitor interior and exterior spaces. Communicate with Facilities staff. Provide maintenance support as needed.	9:00am-until last guest exits	9:00am-until last guest exits
Family Fun Zone **(Races and Lawn Games)**	Standing/Walking/Talking/Running (+++) High energy position. Organize and run games. Play! Must be patient, like kids and be able to work with parents. Standing, running (more than likely). Must be comfortable with physical exertion. Educators, coaches and camp counselors welcome. Bring your sense of humor.	10:00am-5:00pm (includes set up and breakdown) **Operating hours 11:00am-4:00pm**	N/A
Ferry Terminal Information Booth	Standing/Speaking (++) Stationed at St. George Ferry Terminal/Borough President's information kiosk. Distribute information about Grand Opening. Encourage passengers to go over to Snug Harbor. Direct visitors to the S40 bus. Answer questions.	10:00am-3:30pm	10:00am-3:30pm
Ferry Terminal Volunteers	Standing/Walking/Speaking(++) Stationed at St. George Ferry Terminal. Distribute information about Grand Opening. Encourage passengers to go over to Snug Harbor. Direct visitors to the S40 bus. Answer questions.	10:00am-3:30pm	10:00am-3:30pm

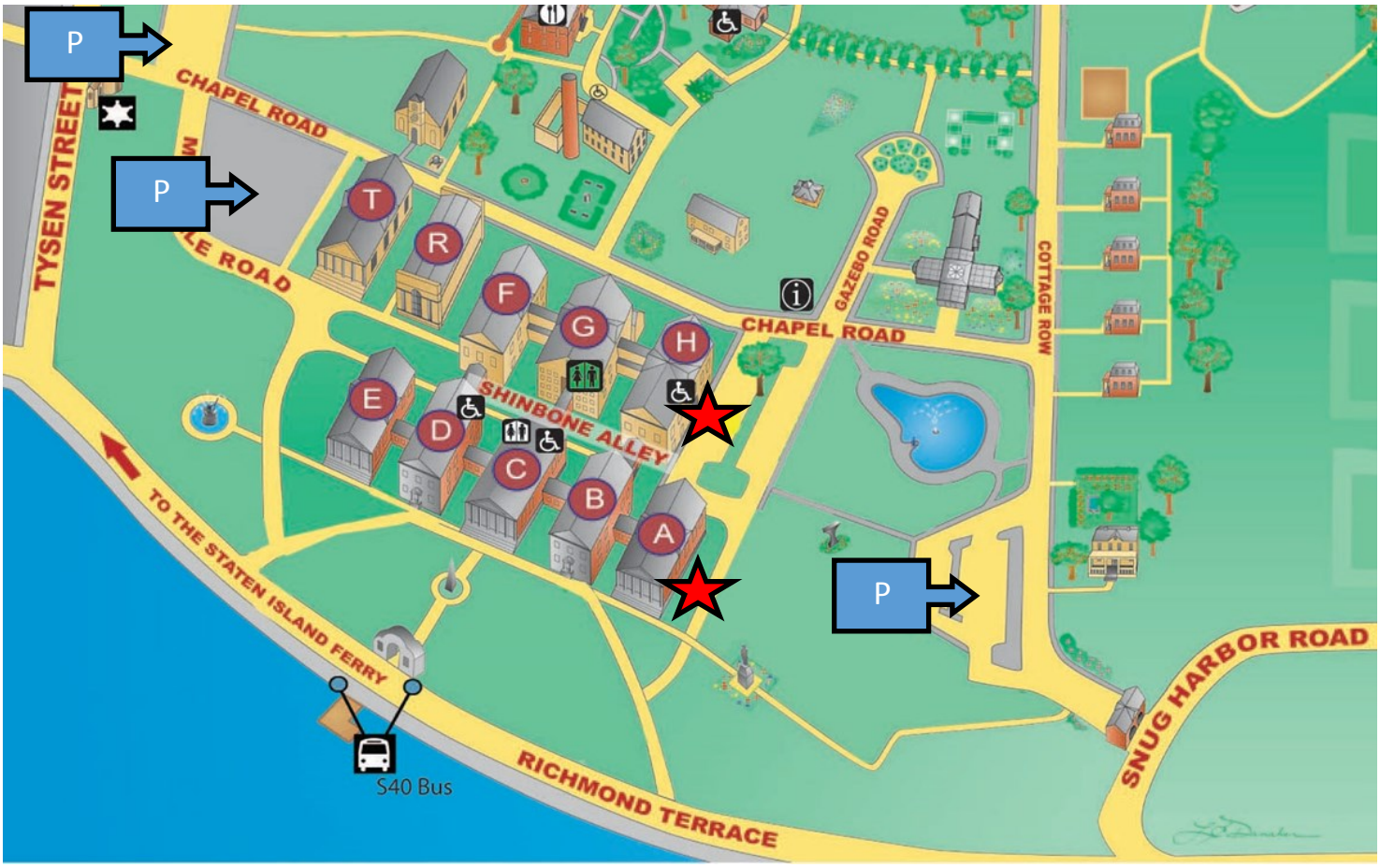
Station	What you need to know about the volunteer assignments	Saturday 9/19 Station Activity Shift	Sunday 9/20 Station Activity Shift
	All positions require a: Some positions require: And others (++): ***High energy!***		
Gallery Support	Standing/Walking/Speaking(++) Working with Gallery and Hallway Group Leader and Curatorial staff, welcome visitors to the galleries, ensure safety of exhibits, instruct visitors on how to view installations and prohibit the touching of exhibits	10:00am-5:00pm	10:00am-5:00pm
Greeters (Main Entrance and Group Entrance)	Standing/Speaking (+) Talking with public. Provide a warm and welcoming experience for visitors. Must be energetic. Give attention to visitor needs.	9:00am-5:00pm	10:00am-5:00pm
Guest Counters	Standing/Walking/Speaking (++) Using a clicker, count visitors as they enter galleries. Hold lines if galleries reach capacity. Allow entry as visitors exit. Communicate with Gallery and Hallway Group Leader about visitor flow.	10:00am-5:00pm	10:00am-5:00pm
Hallway Monitors	Standing/Walking/Speaking (++) Working with Gallery and Hallway Group Leader, welcome and provide direction to visitors. Observe safety protocols.	10:00am-5:00pm	10:00am-5:00pm
History Center Support	Standing/Walking/Speaking (++) Working with Visitor Services Associate and Security Guard, greet guests. Welcome to History Center Galleries. Direct to restrooms. Monitor guest count. Distribute information.	10:00am-5:00pm	10:00am-5:00pm
Information Station (Visitor Services Tent)	Standing/Sitting/Speaking (+) Also location for Volunteer Check-In) Provide a warm and welcoming experience for visitors. Distribute information. Must be energetic and outgoing. (Seating provided)	8:00am-5:30pm	9:00am-5:30pm
Puzzle Zone Activities along the visitor queue	Standing/Walking/Speaking (++) Monitor and maintain the Puzzle Zone station. Connect with visitors who may be waiting on a long queue to enter the building. Must be patient, like kids and able to work with parents. Bring your sense of humor.	10:00am-5:00pm	11:00am-5:30pm

Station	What you need to know about the volunteer assignments	Saturday 9/19 Station Activity Shift	Sunday 9/20 Station Activity Shift
	All positions require a: Some positions require: And others (++): ***High energy!***		
Snug Harbor Entrances	Standing/Walking/Speaking (++) Pedestrian and Vehicular Traffic Working with Snug Harbor Rangers: answer questions, direct visitors to event site, ensure safe passage of pedestrians. **Strong leadership needed.**	8:00am-5:30pm	9:00am-5:30pm
Snug Harbor Information Booth	Sitting/Speaking Location: Snug Harbor Cultural Center's Information Kiosk (Chapel Road). Welcome visitors, provide and distribute information about the Museum's Grand Opening and Snug Harbor's Autumn Moon Festival.	9:00am-5:00pm	10:00am-5:00pm
Volunteer Lunch Monitor	Standing/Walking/Serving Prepare and monitor volunteer lunch area in Building H. Serve and maintain station. Must be welcoming, engaging and like interacting with people. (Downtime for volunteers. They will need time to take a breath.)	11:00am-5:00pm	11:00am-5:00pm

Building Locations and Parking Map

Staten Island Museum at Snug Harbor
Building A
1000 Richmond Terrace, Staten Island, NY 10301 (Snug Harbor Cultural Center Campus)

Staten Island Museum History Center and Archives Gallery
Building H
P= Parking

Questions?

Call the Visitor Services desk at: 718-727-1135