



Events Volunteer

Goal of the Position: To help support various events at the American Independence Museum by providing valuable assistance to the AIM staff and offering an excellent customer service experience for visitors.

Location: All events are held at the American Independence Museum (AIM), One Governors Lane, Exeter, NH. AIM events are held in Ladd-Gilman House, Folsom Tavern and/or outdoors based on the time of year and weather.

Responsibilities:

- Set up before before and clean up after event
- Welcome and check in visitors
- Handle admission payments including cash, check and credit card on iPad
- Check IDs for events where alcohol is served
- Orient visitors to event
- Answer questions about event and museum/building as needed
- Assist Event Manager as needed with all aspects of event
- Other duties as assigned

Qualifications:

- Ability to stand or sit for long periods of time
- Friendly and warm personality
- Ability to follow directions
- Must be 18 years or older (14+ will be considered for some events)
- Must be comfortable handling money and able to learn iPad register system
- Must have the ability to lift 20+ pounds

Dress:

- Wear comfortable clothing, appropriate to the weather and event
- Always wear sturdy shoes
- Please: no sandals, sleeveless t-shirts, halters or cutoff style shorts

Benefits: *To be considered for benefits, volunteer must commit to at least 4 events a season including the American Independence Festival in July or other special event as approved by Event Manager.*

- Family Membership to the AIM
- AIM Volunteer T-Shirt (if available)
- Invitation to annual volunteer luncheon

Orientation/Training: General orientation to the American Independence Museum and an initial volunteer program overview with museum staff in April required. Specific training is done on-site with Event Manager at the beginning of each event. Tasks vary from event to event.

Time Commitment: 2 to 8 hours per event

Staff Contact: Victoria Su, Public Programs & Engagement Manager vsu@independencemuseum.org or 603-772-2622