Natural History Museum of Utah Volunteer Program
Paleontology Gallery Interpreter Position

NHMU Mission:
The Natural History Museum of Utah illuminates the natural world and the place of humans within it. Gallery Interpreter Volunteers will spark excitement, curiosity, and an appreciation for the natural world in Museum guests.

Position Summary:
Create an engaging atmosphere for guest interaction and questions using conversation, demonstrations and hands-on activities. Rove the Past Worlds exhibit independently, helping visitors discover their own interests and supporting them in exploring those curiosities. Assist with the training of new Gallery Interpreters. Will have the opportunity to assist with NHMU Special Event programing. Must be willing to participate in one-one-one meetings with coordinator to ensure GI performance. Encouraged to participate in a series of Continuing Education events for Gallery Programs volunteers.

Department: Gallery Programs, Public Programs
Supervisor: Echo Paixao, Assistant Gallery Programs Coordinator

Skills/Abilities:
- Enjoyment of lifelong learning, especially regarding science
- Sincere interest and/or background in science and serving the general public
- Ability to be courteous, respectful, and patient with visitors
- Desire to learn as well as teach
- Willingness to participate in ongoing education to develop skills and knowledge
- Cooperative nature; ability to accept instruction and correction
- Ability to adapt quickly in changing circumstances
- Good oral communication skills
- Professional manner and neat appearance
- Ability to stand and talk for extended periods of time
- Ability to do independent training and research online
- Valid email address

Training Required: All volunteers are required to attend a 3.5 hour New Staff and Volunteer Orientation training prior to starting their volunteer position. All new Gallery Interpreters are also required to attend the Gallery Interpreters Basics class, which is approximately 2 hours. Following GI Basics, new Gallery Interpreters will be required to complete the G.I. Self-Guided Training Packet which includes self-conducted tasks within the Museum, as well as independent research at home and online. The final step of GI training will consist of the new volunteer shadowing two current GI’s on two separate dates for on-the-job training. All training is to be directed at the new volunteer’s own pace within three months of completing the GI Basics class.
**Training Schedule:**
NHMU Orientation, 3.5 hours RSVP required:
- 1st Friday of the month: 12:00 p.m. – 3:30 p.m.
- 3rd Wednesday of the month: 5:00 p.m. – 8:30 p.m.

GI Basics Class, 2 hours RSVP required (choose one):
- TBD

G.I. Self-Guided Training:
- To be completed at volunteers own pace, 3-month deadline to complete

G.I. Shadowing:
- Date 1: TBD by GI
- Date 2: TBD by GI

**Shifts Available:**
- Weekdays, 10:00 a.m. – 1:15 p.m., one day a week
- Weekdays, 12:45 p.m. – 4:00 p.m., one day a week
- Saturdays, 10:00 a.m. – 1:15 p.m., every other week
- Saturdays, 12:45 p.m. – 4:00 p.m., every other week
- Sundays, 12:45 p.m. – 4:00 p.m., every other week

**Time Commitment:**
1 shift per week (or every other week for weekend shifts), for a one year term.

**Benefits:**
Volunteers at the Natural History Museum of Utah enjoy benefits that are intellectual, social, and meaningful. Volunteers have the opportunity to expand their knowledge of the natural world through specialized trainings, behind-the-scenes access, and interaction with the Museum’s research staff; they can broaden their social circle by making connections with fellow volunteers, Museum staff, and Museum guests; they contribute to scientific research, and make an impact in increasing scientific literacy and awareness in the local community, and beyond.

In addition, the Museum offers the following benefits:
- Volunteer t-shirt and nametag
- Free admission into the museum
- Two free guest passes for every 25 hours of service
- Museum Membership discount
- Discount at Museum Store and Café
- Use of the volunteer lounge
- Continuing Education programs, including lectures and tours
- Invitation to social and recognition events

**Age Requirement:** 16 years or older
**Background checks** are required for all volunteers 18 years and older.