



Position Description

- Title:** Costume and Textile Collections Volunteer
- Employment Status:** Volunteer
- Time Commitment:** A minimum of two, regularly scheduled four-hour shifts per month equating to approximately 100 service hours annually.
- Primary Functions:** Costume and Textile Collections Volunteers provide administrative support to the Collections Division.
- Key Job Elements:**
- Administration:*
- Costume and Textile Collections* Volunteers assist the Associate Curator of Costumes and Textiles with administrative duties, including:
- Assist with sewing and ironing
 - Assists with preparation and installing of costumes and textiles for upcoming exhibitions
- Scheduling:*
- Coordinates schedule with associate curator of costumes and textiles.
 - Attends regular volunteer continuing education sessions and any scheduled mandatory volunteer training sessions.
 - Participates in periodic reviews.
 - Honors the time commitment requested of Costume and Textile Collections Volunteers
- Organizational Relationships:**
- Reports to the Associate Curator of Costumes and Textiles
 - Collaborates with the Volunteer Supervisor
 - Interacts with staff, interns and fellow volunteers
- Knowledge:**
- Interested in learning about customs, textiles and fashion
 - Experience in sewing and garment construction desired
- Skills/Abilities:**
- A warm, empathetic, and enthusiastic communicator
 - Flexibility, patience, and a positive outlook
 - Commitment to, enthusiasm for, and comfort with conversing with a diverse range of people
 - Detail oriented
 - Able to meet the yearly time commitment
 - Timely and responsive in correspondence via email and phone
 - Basic comfort level with and regular use of email and computers
 - Demonstrates a commitment to the spirit of Hillwood's mission, vision, and interpretive messages, and keeps them at the forefront of



all endeavors.

Membership

In addition to our strong volunteer cohort, Hillwood also has a vital membership program, which supports our efforts to share the legacy of Marjorie Merriweather Post. For volunteers beginning after September 1, 2018, maintaining an active Hillwood membership at any level is required to serve as an active volunteer. This step further deepens our volunteers' engagement with Hillwood and allows volunteers to strengthen their roles as Hillwood ambassadors. Volunteers can join or renew their membership by calling 202.686.5807 or visiting the membership page of Hillwood's website at <https://www.hillwoodmuseum.org/membership>.

Work Environment:

The work environment characteristics described here are representative of those a volunteer encounters while performing the essential functions of the volunteer role. While volunteering a Collections Volunteer is regularly required to communicate professionally in person, over the telephone, through email and other electronic means, stand for extended periods of time, ascend/descend stairs, move about their volunteer area, between buildings, and the campus grounds, and visually or otherwise identify, observe and assess. The volunteer is occasionally required to lift and/or carry up to 25 pounds unassisted.

Notice:

The preceding volunteer description has been designed to indicate the general nature and essential duties and responsibilities of work performed by a Collections Volunteer. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required of volunteers to do this role.

To Apply:

We are a progressive, equal opportunity organization and all interested parties are encouraged to apply. So, volunteer "Where Fabulous Lives!" For prompt consideration, please submit your online application via the [Jobs & volunteering page](#) via Hillwood's website.