



## Position Description

- Title:** Family Art Volunteer
- Employment Status:** Volunteer
- Time Commitment:** Four or more shifts of four hours per year, at art workshops that are part of festivals and other family-friendly public programs. About 10 days each year are available, primarily on Fridays, Saturdays, or Sundays.
- Primary Functions:** Family Art Volunteers facilitate art-making activities with families and adults at public programs. They enjoy creating art and working with the public.
- Key Job Elements:**
- Prepares supplies at workshop locations.
  - Greets visitors to art workshops.
  - Assists visitors with the hands-on art-making project.
  - Assists visitors in making connections between the art activity and Hillwood's collection.
  - Maintains supplies at workshops.
  - Assists with cleaning up after workshops.
  - Assures a positive, enjoyable visitor experience.
- Organizational Relationships:**
- Reports to Head of Youth Audiences.
  - Collaborates with Volunteer Management Staff and Interpretation staff.
  - Interacts with staff, fellow volunteers, and visitors of all ages, especially children.
- Knowledge:**
- Experience in facilitation or teaching in informal or formal settings, customer service, or caregiving.
  - Experience working with children and/or families.
  - Experience with or open to learning basic art-making activities.
  - Interested in learning about the museum's collection and founder.
- 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.
  - Able to meet the yearly time commitment.
  - Timely and responsive 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. We highly encourage our volunteers to maintain an active Hillwood membership at any level, as it enhances their engagement with our organization and strengthens their ambassadorial role. 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 Family Art Volunteer is regularly required to communicate professionally in person, over the telephone, through email and other electronic means, stand for extended periods of time outside (rain or shine, expect during severe weather conditions), 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 Family Art 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.