

# Hillwood Resources available to Volunteers

March 2024

Hillwood offers a variety of continuing education and resources to volunteers that focus on our founder Marjorie Merriweather Post, the art collections, gardens, and more.

## Volunteer Continuing Education

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Details for upcoming continuing education can be found in Hillwood's volunteer monthly newsletter and posted on the volunteer website ([volunteer.hillwoodmuseum.org](http://volunteer.hillwoodmuseum.org)). Most volunteer lectures are offered virtually via Zoom. A webinar link is emailed in advance of the lecture.

### Volunteer Business Meeting

The volunteer business meeting, held every January or February, is a wonderful opportunity to hear from the senior management team regarding Hillwood's strategic plan and each department's objectives for the year ahead. This information is provided with the hope that volunteers can see how their support is embedded in the larger framework and understand how vital their contributions are to attaining our institution's goals.

### Curator-led Lectures

Curator-led lectures are offered to volunteers in conjunction with Hillwood's temporary exhibitions. The lectures associated with a docent training program are also available to active volunteers and staff members. Links to the lecture recording and any supporting documents, such as exhibition label text, are made available on the volunteer website.

### Horticulture-led Plant ID Walks & Lectures

Throughout the year the horticulture department schedules staff-led plant ID walks in the gardens and horticulture-focused lectures.

## Online Resources

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### Volunteer Website

The volunteer website (<http://volunteer.hillwoodmuseum.org>) has a wealth of information and resources available to volunteers including:

- Educational Resources
  - Current exhibition label text
  - Mansion rotation display information
  - Audio tour script
  - Mansion and garden docent training materials
  - Comprehensive Garden Notes
  - Plant ID Resource Guide
- Onboarding
  - Handbooks, policies, and procedures
  - Volunteer position descriptions
  - Volunteer parking maps
- Lecture recordings of past volunteer programs and a link to past public lectures via Hillwood's YouTube channel
- News and updates regarding Hillwood and the volunteer program
- Links to additional resources, i.e., Hillwood's main website and collection database

### Online Collection Database

Explore nearly 20,000 objects from Hillwood's collection of Russian imperial art, French eighteenth-century decorative art, and Marjorie Merriweather Post's personal collection of apparel, jewelry, and accessories.

The online collection is a work in progress and many of the records are not accompanied with an image or title and do not necessarily reflect complete or current knowledge about the objects. Research is ongoing. If you have information about any of these objects, please feel free to contact us at [info@HillwoodMuseum.org](mailto:info@HillwoodMuseum.org).

**How to Access:** The collection database is accessible on Hillwood's main website at [www.hillwoodmuseum.org](http://www.hillwoodmuseum.org), located towards the bottom of the home page, and on the volunteer website under "Helpful Links," and at the bottom of the homepage.

## Volunteer Lounge & Library

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The volunteer lounge, located in the Butler's House, will open in Spring 2024 and will be the home of the volunteer reference library. With over 550 titles, the reference library holdings reflect the museum's collection of imperial Russian, 18th-century French decorative arts, and gardens.

## Archives & Special Collections

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Archives and Special Collections (ASC) consists of a 25,000+ volume research library, the contents of both mansion libraries, and archival collections covering Marjorie Merriweather Post, Hillwood as a residence, and the operations of Hillwood Estate, Museum and Gardens. Its research library contains approximately 38,000 items that consist primarily of monographs, auction catalogs, rare antiquarian materials, Marjorie Merriweather Post's personal book collections, periodicals, and vertical files. The library also provides access to a variety of electronic resources, including select JSTOR and ProQuest research databases and journals. The Hillwood archives preserves invaluable primary and secondary source material on the life of Marjorie Merriweather Post, the creation of Hillwood as a residence, and the works of Hillwood as a museum. Materials from the Hillwood archives are often used for exhibitions, publications, programming, and various external research projects.

Located in the Collections and Research Center, staff and volunteers are welcome to schedule an ASC orientation tour and learn about the wealth of research materials provided as part of their employment and volunteer service. Research visits can also be arranged by appointment, and some materials are available for borrowing. The library and archives are available by appointment to outside scholars, Hillwood members and volunteers, and the general public; please contact 202.243.3934 or [jspeck@hillwoodmuseum.org](mailto:jspeck@hillwoodmuseum.org).

Hillwood's library catalog, which runs on the open-source platform Koha, is available publicly on the web at [library.hillwoodmuseum.org](http://library.hillwoodmuseum.org).

## Mansion Coat Room Resources

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The following resources are available on the top shelf in the mansion coat room. **Note:** Please do **not** remove these resources from the coat room as they serve as reference tools for all volunteers and staff stationed in the mansion.

### Audio Tour Scripts

A printed copy of the text to the mansion, garden, youth, and French and Russian focus audio tours is available in a binder. The audio tours are organized by room.

### Mansion Resource Binder

- Collection information on the first and second floor of the mansion organized by room
- Additional Topics/Glossary
- Marjorie Post's Biographical Information

## **Garden Resource Binder**

- Comprehensive Garden Notes
- Plant ID Resource Guide

## **Hillwood Publications**

- *The Houses and Collections of Marjorie Merriweather Post: The Joy of It*
- *A Garden for All Seasons: Marjorie Merriweather Post's Hillwood*
- *Marjorie Merriweather Post: The Life Behind the Luxury*
- *Living Artfully: At Home with Marjorie Merriweather Post*
- *Hillwood Estate, Museum & Gardens Souvenir Book*
- *A Taste for Splendor: Russian Imperial and European Treasures from the Hillwood Museum*
- *Fabergé Rediscovered*
- *Russian Icons at Hillwood*
- *Russian Imperial Porcelain at Hillwood*
- *Russian Glass at Hillwood*
- *Fabergé at Hillwood*
- *Sèvres Porcelain at Hillwood*