

GLENCOE MANSION, MUSEUM & GALLERY  
VOLUNTEER OPPORTUNITIES

The Glencoe Mansion is a community museum run almost entirely through the efforts and time of volunteers. We have a need for volunteers to assist in many capacities from the development of new exhibits to assisting with on-going projects. Volunteers are needed for special events held at the Mansion as well as those able to volunteer on an on-going basis. Whatever your skill level, area of expertise and interests Glencoe offers an opportunity for you to contribute to the community. Some specific areas of need are listed below. **Please circle which one(s) you'd like to help us with.**

1. SPECIAL EVENTS ASSISTANCE: provide assistance with numerous tasks during special events held at the mansion including:
  - Planning the event
  - Setting up the event
  - Assistance during event: greeting guests, food preparation,
  - Take down after event
2. MUSEUM DEVELOPMENT: assist with research for new exhibits, further interpretation of Wharton family story, and life in the 19<sup>th</sup> century. Help with finding ways to preserve the museum facility.
3. ART GALLERY DEVELOPMENT: Seek out new artists to display works.
4. FIELD TRIP TOUR GUIDES: provide information to school children about the history and culture of our region. Develop new curriculum for students. Recruit school groups.
5. DOCENT: provide guided tours for visitors to the Glencoe Mansion. Volunteers are needed on weekdays and weekends. Minimum time commitment is for a three-hour shift.
6. ADMINISTRIAL DUTIES: update records including membership records and inventory of museum holdings
7. PUBLIC RELATIONS: provide on-going updates of events at the Mansion for various media outlets including social media, develop new ways to tell the Glencoe story, assist with building connections with other museums/institutions.
8. GIFT SHOP: enhance and expand gift shop, seek out new products, aid in promotions.
9. GRANT WRITING: explore opportunities for outside funding sources to enhance Glencoe's story
10. GARDENING & LANDSCAPING: assist with maintaining the grounds of the museum and implementing beautification efforts.
11. OTHER: Use your specific skill set, expertise or interests to help the museum.

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CONTACT US:

If you are willing to volunteer at the Glencoe Mansion contact the Director, Scott Gardner, by telephone at 540-731-5031 or by email at [info@glencoemansion.org](mailto:info@glencoemansion.org)

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_