

BUILDINGS & GROUNDS

Painting

Tasks: Work outside on painting and paint prep during fair weather; inside during the off-season

Requirements: relevant experience

Commitment: as-needed.

Carpentry and Woodworking

Tasks: repair trim, woodwork; build ramps, platforms, etc.

Requirements: relevant experience

Commitment: as-needed

Grounds Work and Lawn Care

Tasks: lawn mowing, weed-whacking, hedge and tree trimming

Requirements: willingness to sweat (mower maintenance skills helpful)

Commitment: regular schedule during lawn-mowing season, other work as-needed



Where Maine and the Sea Make History

PENOBSCOT MARINE MUSEUM

5 Church St.

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PENOBSCOT MARINE MUSEUM



Volunteer Opportunities

As one of Maine's premier cultural/historical/educational institutions, Penobscot Marine Museum serves a vast array of people and needs throughout the midcoast region and beyond. We could do so much more with a little extra man- or woman-power.

No matter what your interests and skills, we would love to have your help as a volunteer. There are opportunities in nearly every department for occasional and regular helpers alike. Please consider one or more of the following opportunities, or contact us with your own suggestions.

ADMINISTRATION

Receptionist

Tasks: answer phone, answer general queries, route calls, general office work
Requirements: good phone manner, ability to manage multi-line phone system, standard computer skills, knowledge of standard office procedures, ability to learn PMM policies

Commitment: 1 full day per week (2-3 needed)

Volunteer Management

Tasks: Organize our volunteer efforts: scheduling, record-keeping, soliciting new volunteers directly and via marketing initiatives in concert with Communications Director

Requirements: management experience, good people skills

Commitment: TBD

MARKETING

Show Staff

Tasks: Staff exhibit booths at off-campus events (e.g., Belfast Harbor Festival, Maine Boats Homes & Harbors Show)

Requirements: familiarity with PMM goals and activities; good people skills

Commitment: Minimum 3 hours at specific events, most on summer weekends

MARKETING (continued)

Literature Distribution

Tasks: Solicit venues for our brochures and event posters; distribute same
Requirements: good people skills (phone and in-person), car, good driving record/insurance
Commitment: Minimum 2 hrs./week. Schedule may be flexible.

Graphic Design

Tasks: design/layout out collateral marketing materials (e.g., brochures, posters) and print ads
Requirements: relevant experience, computer and design software
Commitment: as-needed

COLLECTIONS & CURATORIAL

Interpreters

Tasks: Explain/interpret exhibits to visitors of all ages, answer questions.
Requirements: Interest in maritime and/or local history. Articulate speaker, good skills with wide variety of people
Commitment: 4 hours a week from May through October, training provided.

Exhibit Installation

Tasks: hang pictures, set up objects and exhibits for display
Requirements: design sense, secure object handling, eye for detail
Commitment: April and May about 15 hours a week, on call for other exhibits.

Object Moving

Tasks: assist curatorial staff in moving museum objects for installation.
Requirements: strong back, secure object handling.
Commitment: on call throughout the year.

Carpentry and Woodworking

Tasks: Design, build, repair exhibit furniture
Requirements: woodworking skills, ability to read plans
Commitment: as-needed

Label and Image Mounting

Tasks: Assist curatorial staff in mounting labels and images .
Skills: eye for the detail, steady cutting hand.
Commitment: on call throughout the year.

Archival Assistant

Tasks: assist Archivist in processing and storing Archival Collections.
Requirements: care in handling fragile paper items, ability to read handwritten documents, a love of sleuthing.
Commitment: 4 hours/ week or more year-round or as-needed

Data Logger

Tasks: downloading a dozen recording devices measuring Temperature and Relative Humidity.
Requirements: physical mobility, ability to use a computer program.
Commitment: 1-2 hours a month.

Library Research Assistant

Tasks: assist library patrons in accessing Library and Archival Collections.
Requirements: research specialty, ability to use finding aids and online catalog.
Commitment: 4 hours a week throughout year, or on call for specific projects.

Cataloguing

Tasks: assist curatorial staff in cataloguing and photographing items.
Requirements: attention to detail, keyboarding, photography
Commitment: 4 hours a week or more year-round, or as-needed

EDUCATION

Demonstrator/Educator: Yard in the Yard and Capstan

Tasks: Demonstrate workings of a scale-model ship's rig and real capstan. Each session takes about half an hour
Requirements: some physical strength and a loud voice. Knowledge of sailing and marine history is helpful.
Commitment: On call and/or scheduled during open season

Demonstrator/Educator: Marine Touch Tank

Tasks: Demonstrating the marine touch tank involves taking off the cover of the tank, picking up, and letting visitors handle the starfish, urchins, periwinkles, crabs, clams, mussels, and oysters (and the lobster if you're brave), and giving age-appropriate information to visitors. (We have information on all the critters.
Requirements: Ability to lift and replace cover; rapport with children
Commitment: On call and/or scheduled during open season

Demonstrator/Educator: Family Drop-In Centers

Tasks: Staff the family-friendly drop in centers: the Peapod and the Marine Science Lab. Possibly teach/supervise a craft activity or conduct story time on a scheduled basis.
Requirements: Good rapport with children, interest in childhood education
Commitment: Minimum 4 hours per week on scheduled basis

Materials Processing/Kit Assembly

Tasks: Help prepare arts and crafts projects. For example, we might need 300 fish cut out of construction paper, or 60 sails traced for model boats.
Requirements: manual dexterity, good eyesight
Commitment: on call. Some work might possibly be done at home.