



ORANGE COUNTY REGIONAL HISTORY CENTER

History Center Exhibit Guide

Exhibit guides for the Orange County Regional History Center support the functions and staff of the Exhibit Department in achieving established organizational goals. This position is responsible for successfully supporting the full range of activities required to expand and strengthen the History Center's visitor experience in the limited-run exhibitions on display at the museum. Exhibit guides are ambassadors of the museum and its mission. They are colleagues of the museum staff. Exhibit guides are agents of customer service.

Reports to: Diane Masciale, the History Center's volunteer/intern coordinator

Timeline: The position is available year-round, seven days per week.

Volunteer shifts:

Monday – Friday: 12:30 – 5 p.m.

Saturday, 10 a.m. – 2 p.m. / 1 – 5 p.m.

Sunday, noon – 5 p.m.

Training: Training about exhibitions is provided online, and exhibit-guide orientation is provided the first day of the volunteer's shift

Physical Requirements: Benches are provided throughout museum; no long periods of standing

Duties and Responsibilities

- Maintain presence in museum galleries
- Greet guests pleasantly and in a welcoming fashion, offering suggestions for enhanced experience
- Assist visitors as needed

Required Knowledge, Skills, and Personal Qualifications

- Minimum age: 18 year old
- Great verbal communication skills
- Excellent customer service skills

The above description and qualifications are not all-inclusive and represents a majority of the key responsibilities of this position. Other duties may be assigned in the course of the exhibition as required to fulfill the directives of the Exhibit Department or as designated by executive staff. Final candidates must pass a background check and must live and be able to work in the United States.