

Areas of Interest Descriptions

1. Special Events- Kath

The volunteer mission for Special Events is to assist with events for partner organizations in the following ways:

- Volunteers will be stationed in the museum gallery to answer questions (docent training, script provided).
- Volunteers should be comfortable greeting the public and providing information when asked.
- Front desk greeter: sells memberships and store items and keeps track of visitors during events.
- Hospitality services: present and serve food and drink, clean-up kitchen before, during and after events.
- Take photos of events if asked.

2. Museum Operations- Ariana

The volunteer mission for Museum Operations is to oversee the opening and closing of the museum and manage the front desk. Front desk volunteers are the “face of the museum” and play a vital role in creating a welcoming atmosphere for visitors.

Operations tasks include assisting with:

- Greeting visitors
- Ticket and store sales,
- Promoting the museum's memberships and mailing list
- Various administrative tasks
- Assisting with general inquiries

3. Collections- Dylan

The volunteer mission for Collections is to assist with the acquisition, provenance, cataloguing and preservation of museum artifacts.

The Chicago Maritime Museum partners with local universities to offer collections internship opportunities for students enrolled in cultural heritage and museum studies programs. The Collections internship program at CMM involves practical, hands-on experience working directly with museum artifacts.

In addition, CMM seeks volunteer assistance with collections projects that may include working with objects, archives, photographs, or library collections.

4. Institutional Advancement- Jerry/Trigg

The volunteer mission for Institutional Advancement is to assist with the Museum's efforts to generate funding. Volunteers will be asked to identify and reach out to potential funders with the message that we welcome any and all support.

Volunteers are asked to help to:

- Create and implement an annual fundraising strategy.
- Grow major gifts programs including identification, cultivation and solicitation of major donors.
- Cultivate and nurture relationships with current and potential corporate, foundation and individual donors.
- Oversee and assist with grant seeking, including research, proposal writing, and reporting requirements.
- Research and identify new prospects for the Board of Directors.
- Develop and grow the individual donor base.
- Direct the annual fund campaign including mailings, online solicitations, and annual fundraising drives.

5. Membership Programs- Jim

The volunteer mission for the Membership Programs is to assist with the booking, promoting and on-site tasks for each event.

The museum's Membership Programs help introduce patrons to a large variety of historical and current maritime topics. The programs also help to keep members engaged with the museum, attract new visitors who are likely to become members and/or potential donors.

Volunteers will be asked to assist with following tasks:

- Identify the best possible programs.
- Invite guest presenters.
- Help promote the programs.
- Staff the front desk.
- Act as docents.
- Help with refreshments.
- Help with setup and cleanup.
- Run the A/V.
- Engage with the visitors.

All the volunteers should be coached in greeting visitors, making them feel truly welcome, and asking appropriate questions and actively listening so we know how to help them have a great experience with the CMM.

6. Museum Store- Ariana, Kath

The volunteer mission for the Museum Store is to assist with all retail operations including:

- Merchandising
- Store sales
- Inventory management and research, (all inventory must reflect the museum's mission and brand)
Product/vendor inquiries.

7. Special Projects- Trigg

The volunteer mission for Special Projects is to assist with exhibits, facility upgrades and/or maintenance on an as-needed basis. These projects can be team driven or undertaken as an individual effort.

8. Communications- Mary Ann, Sari

The volunteer mission for Communications is to assist with generating public awareness to facilitate museum visits, event attendance, memberships, partnerships, fundraising and volunteerism.

Volunteers will be asked to assist with outreach via:

- Local news media
- Social media platforms
- Website
- Email communications and
- Collateral print material
- New communications technology

9. Art/Design- Sari

The volunteer mission for Art/Design is to assist with creative insights for all visuals to help promote the museum and its outreach.

Graphic Art and Design for the museum is an important instrument in educating not only students, but the public in general about all the events and opportunities the Chicago Maritime Museum has to offer. Projects created with school groups to the museum could also be implemented in visual outreach.

10. Exhibit Planning- Trigg

The volunteer mission for Exhibit Planning is to assist with exhibit content development, funding, and installation. Volunteers will also work alongside professional exhibit designers to assist in installation tasks.

11. Membership- Ariana

The volunteer mission for Membership is to attract new museum members and maintain current members.

Volunteers can help develop membership by:

- Offering a range of benefits, building a strong sense of community and loyalty.
- Generating revenue to support the museum.
- Increasing engagement.
- Developing incentives.
- Offering unique experiences.
- Creating promotional campaigns.
- Building relationships with members.

12. Docent- Dylan

Docents facilitate tours to help visitors establish a deeper connection to the objects and content on display as well as the mission of the museum. Above all, we expect each docent to welcome all visitors and treat them with respect while encouraging each guest to learn more about local maritime history.

CMM will provide docents with the tools necessary to share valuable knowledge aligned to the themes and learning targets for each exhibit, in addition to accessibility information relative to the building. All volunteer docents must complete the required training program before serving as a docent.

13. Education- Sari

The volunteer mission for Education is to assist with Chicago Public Schools Service-Learning Hours by:

- Running school programs at the museum.
- Setting up for school groups.
- Coordinating AV.
- Facilitating projects and breakout sessions.

Additionally, volunteers could assist at Career Fairs at the museum to direct high-school students to water-based careers. Duties would include reaching out to tour boats, water reclamation, coast guard, shipwrights, police, etc. to participate and on-site set-up.

14. Technology (IT)- Jerry

The volunteer mission for Technology is to assist with virtual meetings and help speakers set up their presentation in our lecture space. In addition, assist with web development and other web master activities.

15. Museum Maintenance- Jerry

The volunteer mission for Museum Maintenance is to assist with keeping exhibits, museum and utility areas clean including:

- Maintaining our kitchen, including emptying the dishwasher, keeping the refrigerator clean.
- Maintaining a clean bathroom.
- Ongoing minor repairs to facilities and exhibits.

16. Volunteer Management- Ariana, Trigg

The volunteer mission for Volunteer Management is to assist with recruiting, training, and coordinating volunteers to support the museum's programming and operations.

Volunteers will assist the Volunteer Coordinator in the recruitment, orientation, assignment, retention, and recognition of museum volunteers. This includes:

- Utilizing training materials
- Scheduling
- Supervising
- Matching volunteers to certain tasks depending on their skills and interests
- Rewarding volunteer efforts

17. Model Shop- Dylan

The volunteer mission for the Model Shop is to assist with managing the shop. The model shop is a unique asset that contains the tools and materials needed to facilitate model ship building. In the past, this involved both demonstrations and model building classes, as well as a space to construct models for the museum's collection.

18. OPC and BOD- Jerry

The volunteer missions for the Operation Board and the Board of Directors is to take on leadership roles to support CMM's needs.

The Board of Directors needs people to help financially sustain the museum and provide strategic leadership for the museum to ensure our future.

The Operations Board needs director level people to take on roles such as development and IT.