

The Bishop Museum of Science and Nature

Volunteer Opportunities

Open Positions	Descriptions
<p>Administrative Support</p>	<p><i>Flexible shifts available Monday thru Friday, 9am-4pm.</i></p> <p>If you are detail-oriented and enjoy working in a friendly office environment, then volunteering with the Marketing, Community Engagement and Finance teams may be a good fit for you. As Administrative Support, you will assist in a variety of ways, including assembling paper mailings for the Discovery Society, helping with basic data entry, and answering phones, in addition to filing, archiving and performing other office tasks as needed.</p>
<p>Education Collections</p>	<p><i>Flexible shifts available Wednesday thru Friday, 9am-4pm.</i></p> <p>If you are detail-oriented and have a passion for fossils, shells, or cultural history, then volunteering to help care for our Education Collections may be a good fit for you. Our Education Collections feature fossil evidence of Florida’s earliest animal inhabitants, specimens (shells, dried specimens) of modern animal inhabitants, and geologic specimens (rocks and minerals). As Education Collections Support, you will assist Education staff with data entry, photography, labeling, and rehousing artifacts and specimens. Some volunteer opportunities may be customized based on volunteer interests, knowledge, and skills.</p>
<p>Education Support</p> <p><i>IQuest</i></p>	<p><i>IQuest is held on the second Saturday of each month from 4-8pm.</i></p> <p>IQuest is a monthly STEAM-enrichment program at The Bishop for students in grades 6-8. The event includes a pizza dinner, and students participate in various art and STEM activities based on a different theme for each program. IQuest Support includes assisting with set up and breakdown, greeting attendees and confirming their registration, and supervising activities and challenges. This program is entirely activity based, so volunteers provide direct supervision and guidance for students going through the theme’s “challenges”. <i>Requires ability to climb stairs, stoop and stand for extended periods of time.</i></p>
<p>Education Support</p> <p><i>MBU Expedition Guide</i></p>	<p><i>Shifts are available Wed-Sat 10:30am-2pm and Sun 12:30-4:00pm.</i></p> <p>The <i>Mosaic Backyard Universe (MBU)</i> at The Bishop is a permanent facilitated exhibition designed to support inquiry and play-based learning for young guests and their families. While created with early learners in mind, guests of all ages are welcome to enjoy the exhibition. When visiting the MBU, families are encouraged to explore and discover the various areas. As a MBU Expedition Guide, you will guide and interact with guests, provide information, ask questions to promote inquiry and discovery, and monitor and maintain safety of all guests, animals, and collection items. <i>Requires ability to climb stairs, stoop and stand for extended periods of time.</i></p>

<p>Education Support</p> <p><i>Soar in 4</i></p>	<p><i>Soar in 4 is held on the first Wednesday of each month from 4:30-7:30 pm.</i></p> <p>Soar in 4 is a special program available at The Bishop in partnership with the School District of Manatee County that supports early learners and their families in designated Title 1 schools. Soar in 4 events also provide contacts and information to help parents access valuable resources and social services. All activities include a focus on reading, conversation, and literacy. Soar in 4 Support includes assisting with set up and breakdown, greeting and counting guests, and staffing interactive activity tables at the Museum or other local venue. <i>Requires ability to climb stairs, stoop and stand for extended periods of time. May be an outside event.</i></p>
<p>Floor Support</p>	<p><i>Shifts are available Sat 10am-1pm and 1-4pm, and Sun 12-4pm.</i></p> <p>As floor support, you will interact with guests, provide information and wayfinding, ask questions to promote inquiry and discovery, and monitor and maintain safety of all guests, animals, and collection items. <i>Requires ability to climb stairs, stoop and stand for extended periods of time.</i></p>
<p>Museum Greeter</p>	<p><i>Shifts are available Wed-Sat 10am-12:30pm and 12:30-3pm, and Sun 12-4pm.</i></p> <p>If you have a passion for meeting new people and providing stellar customer service, then volunteering in visitor services may be a good fit for you. As a Museum Greeter, you will be stationed at the information desk near the main entrance to welcome visitors to the Museum, sign-up guests for their seating assignment in the Planetarium, assist with directional and general information, and answer questions related to programs, exhibitions and Museum features to help ensure positive, enjoyable and memorable experiences for our guests. <i>This is a seated position with some standing.</i></p>
<p>Planetarium Support</p>	<p><i>Shifts are available Wed-Sat 10am-2:45pm and Sun 12-4:15pm.</i></p> <p>As Planetarium Support, you will warmly greet guests, answer questions related to the shows, share general expectations and rules, aid with seating, and monitor the doors while shows are in progress. <i>Requires ability to stand and walk for extended periods of time.</i></p>
<p>Special Events Support</p>	<p><i>Hours vary based on event; possible evening hours.</i></p> <p>As Special Events Support, you will assist where needed on special event days, including but not limited to Smithsonian Museum Day and Summer Learning Day. Volunteers will monitor activities and exhibitions, manage questions about event details, wayfinding, and general inquiries about The Bishop, assist with crowd management and help to ensure visitors' safety and enjoyment. You will be shown your assignment when you arrive and instructed on the activities and tasks for your area.</p>
<p>Special Events</p> <p><i>Bartender</i></p>	<p><i>Hours vary based on event; often evening hours.</i></p> <p>As Bartender, you will manage the sale of beer, wine, soda and snacks during special events and programs, including but not limited to Stelliferous, <i>think + drink / science</i>, and exhibition reception events. In addition, you will assist guests with questions about event details, wayfinding, and general inquiries about The Bishop. A bartender license is not required; however, volunteers must be age 21 or older to serve as bartender. <i>Requires ability to stand for extended periods of time.</i></p>

If you have any questions about the above positions, please contact:

Susan McCarthy, Program/Volunteer Coordinator

SMcCarthy@BishopScience.org

941-746-4131, ext. 113