Volunteer Gallery Teacher

Trained to conduct tours of the Tweed’s permanent collection and special exhibitions, Gallery Teachers are volunteers who contribute their time, knowledge, and energy to help visitors of all ages gain insights into the art on view. An art history background is not necessary, but candidates should possess good communication skills and an enthusiasm for art, learning, and working with people of all ages.

Experience

- **Museum Store**
  Friendly, dependable, outgoing person looking for rewarding Museum Store experience. Cash register/VISA machine experience helpful, but not necessary. Onsite training sessions available. Must be willing to assist customers and encourage sales. Other duties include learning about pricing merchandise, taking phone orders and helping with other tasks the store manager deems necessary. Volunteers will receive Museum Store benefits upon completion of selected volunteer hours, as well as a 20% discount on all merchandise in the Museum Store.

- **Greeter**
  Friendly, outgoing person to welcome museum visitors, hand out museum gallery guides, with exhibition information, and answer general museum questions. 4 hour shifts, 9AM – 12:30PM or 12:30PM – 4PM All greeters receive a 20% discount in the Museum Store

- **Resource Center**
  Help to develop and maintain the unique collection of specialty publications such as exhibition catalogs, art magazines, monographs, and artist books.

- **Registrar Assistant**
  Collect and organize information for the museum’s records and archives, and help provide access to that information for others.

- **Exhibitions**
  Learn how to create an exhibition from imagination to installation, including research, design, proposal development, collaborations, didactics, and all exhibition related activities. The experience will leave you with the ability to visualize an exhibition from an idea.

- **Graphic Design**
  Assist in promoting the arts by creating publicity materials related to exhibitions and artist programs. Help to develop exciting educational materials, and learn pre-press skills while serving as a valuable design team player.

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**WE ALSO HAVE VARIOUS INTERNSHIPS AVAILABLE:**
Education, Design, Exhibitions, Management, Public Relations For more information please visit www.d.umn.edu/tma or refer to the Tweed Museum internship brochure.