

HENRY B. PLANT MUSEUM

1891 TAMPA BAY HOTEL • NATIONAL HISTORIC LANDMARK

To apply for HBPM Volunteer Council contact Todd Edwards, Volunteer Management & Tour Coordinator
TEdwards@UT.Edu

VOLUNTEER POSITION TITLE: Greeter	
JOB DESCRIPTION: As a Greeter you are the first person a visitor sees as they enter the building. The Greeter is responsible for selling admission tickets, memberships and programs as well as answering questions from the general public.	
SUPERVISOR'S NAME: Volunteer Manager & Tour Coordinator – Todd Edwards	SUPERVISOR'S PHONE: 813-258-7301
SUPERVISOR'S E-MAIL: tedwards@ut.edu	SUPERVISOR'S FAX: 813-258-7272

Number of volunteers needed	3 per day (morning, midday and afternoon shifts available).
Days and times that volunteers are needed	Daily, Tuesday through Friday. 10am-12:30pm, 12:30pm-3pm, 3pm-5pm.
Required time commitment	Volunteers are to serve at a minimum 2 shifts per month. Scheduling priority is given to volunteers willing to commit to a weekly shift.
Top duties related to this position.	<ul style="list-style-type: none">- Welcome visitors to Museum- Sell tickets (handles cash/credit cards)- Distribute and explain audio wands- Explain best ways to visit (orientation video, etc.)- Thank visitors as they leave and collect audio wands
Special skills, physical abilities or other experience required	<ul style="list-style-type: none">- Familiar with a cash register- Ability to communicate well with others- Enjoy talking with visitors- Must have neat and clean appearance- Must work well under pressure
Training volunteers will receive in order to fulfill their responsibilities	Volunteers receive a Museum orientation followed by position specific training. Volunteers also view the orientation video, take the audio tour, and participate in ongoing trainings and seminars throughout the year.
Any other information related to the position	Seasonal and teenage volunteers accepted for this position. Volunteers must be members of the Museum.