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# HENRY B. PLANT MUSEUM

1891 TAMPA BAY HOTEL • NATIONAL HISTORIC LANDMARK

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To apply for a Volunteer Position contact Lindsay Huban, Museum Relations Coordinator: [lhuban@ut.edu](mailto:lhuban@ut.edu)

<b>VOLUNTEER POSITION TITLE:</b> Greeter	
<b>JOB DESCRIPTION:</b> 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.	
<b>SUPERVISOR'S NAME:</b> Museum Relations Coordinator - Lindsay Huban	<b>SUPERVISOR'S PHONE:</b> 813-258-7302
<b>SUPERVISOR'S E-MAIL:</b> <a href="mailto:lhuban@ut.edu">lhuban@ut.edu</a>	<b>SUPERVISOR'S FAX:</b> 813-258-7272

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