



## Community Engagement Volunteer Position Description and Requirements

### Position Purpose:

In collaboration with the Communications Specialist, Community Engagement volunteers help organize and support a range of events and activities hosted by, or in partnership with, the Lowe. Engagement volunteers participate in public/family programs and artmaking workshops, design promotional content for museum events and exhibitions (social media posts, flyers, brochures, etc.), assist with implementing visitor surveys, and work to strengthen partnerships between the Lowe and community organizations in Miami and beyond. This position will provide valuable non-profit and community volunteer experience, as well as a chance to develop your communication skills and knowledge around various aspects of museum work and community empowerment.

**Staff Coordinator:** Education and Volunteer Programs Lead / Communications Specialist

### Responsibilities:

- Provide welcoming, helpful, and friendly service to all visitors at the Lowe
- Help visitors during workshops and artmaking events
- Stay knowledgeable of current museum exhibitions and events and be able to connect visitors to the information they are seeking
- Engage visitors in conversations and dialogues regarding the museum's collections and temporary exhibitions
- Contribute creative ideas for increasing online reach, and new public program initiatives
- Work with the Communications Specialist to build and maintain the museum's online and social media presence

### Skills and Abilities:

- Enjoys working with visitors of all ages and backgrounds
- Ability to use online media tools to engage members, donors, community partners, and the general public
- Strong writing and editing skills, with keen attention to detail
- Works well independently and proactively as part of a team; dependable and timely
- Understanding of graphic design principles
- Interest in representing the museum to the community

**Qualifications:**

- Must be at least sixteen (16) years old
- Must be a U.S. Citizen or legal permanent resident
- Energetic, outgoing, and friendly with an interest in the Lowe Art Museum
- Must be able to stand and/or walk for at least three hours at a time

**Benefits:**

- Become part of a community of colleagues and friends at a world-class museum
- Opportunities for continuing education and personal growth through specialized training in museum education theories and methods
- Classes and lectures in all permanent collections spanning 5,000 years of global art history and culture
- Group social events and field trips to local/regional arts and cultural institutions
- Private lectures with guest speakers covering a wide range of arts and cultures

**Training and Commitments:**

The Lowe Art Museum offers a training program in art history and museum education theory and techniques for all prospective Community Engagement volunteers. These trainings prepare volunteers to effectively respond to a variety of educational situations and customer service scenarios. Community Engagement volunteers are required to attend all introductory training sessions in addition to scheduled volunteer meetings and educational programming. Successful completion of the Volunteer Training Program is required to become a certified volunteer with the Lowe.

**Required Hours of Service:** Upon completion of the training program, Community Engagement volunteers are expected to commit at least 80 hours of service to the Lowe Art Museum a year, or 40 hours of service for six consecutive months.

Interested in volunteering? Contact [educationlowe@miami.edu](mailto:educationlowe@miami.edu) or call 305-284-4095 to learn more about the program and to apply.