

2025 Volunteer & Docent Brief Overview

The Brinton Museum

We highly value our Volunteers & Docents. Your participation in supporting The Brinton Museum's exhibits and also indoor and outdoor programs is critical in making our visitors' experience enjoyable, educational and memorable. We thank you for contributing your time and hours to make this happen. Your donated hours are important. We count the total volunteers' and docents' hours at the end of the year. This information is reported to the auditors and is also of value in assisting with grants.

List of Roles:

Special Events Volunteer

- There are many special events that are hosted frequently by the Brinton Museum all throughout our peak season (June-August) and off seasons (September-December and February-May). These events vary in their needs, themes, times, days, activities, and guests. Special Events volunteers will be responsible for assisting the museum with these events so that they are an enjoyable experience for visitors and guests.

Grounds and Garden Volunteer

- The Brinton Museum has a large garden with fruits, vegetables, herbs, flowers, and other various plants that need to be cared for (watering, trimming, harvesting, etc.). We also have lawns and landscaping with trees and flower beds that also need pruning and dead-heading. There are many different tasks and each volunteer can choose to participate in. Grounds and Garden volunteers are also the touch point for visitors who are curious about the garden and the flora on the property.

Front Desk Volunteer

- The Front Desk in the Forrest E. Mars, Jr. Building serves as the first point of contact and a focal point for The Brinton Museum. Museum Greeter & Front Desk volunteers greet visitors, provide basic information about exhibits and tours, answer visitor questions, etc.

Docent

- Docents serve an important role at the museum. Many visitors that arrive at the museum are experiencing its grounds and collections for the first time. Helping the museum as a docent in the Forrest E. Mars, Jr. Building entails having knowledge on the history and information regarding the museum's collections. Docents for the historic ranch house or cabin need knowledge of the Brinton's history and the collections held within the house and cabin as well as the grounds. Docents do provide tours of the galleries, ranch house, and/or the cabin.

Gallery Assistant

- A Gallery Assistant plays an important role as a gallery ambassador. A Gallery Assistant greets visitors in the Forrest E. Mars, Jr. Building's Ted and Katie Meredith Gallery of Western Art and the *To Honor the Plains Nations* John and Adrienne Mars American Indian Gallery. Gallery Assistants are not required to lead docent guided tours. However, they are present to provide basic information about art and artists represented, if visitors have questions or wish to engage in learning more about a particular work of art or artist. Gallery Assistants are provided information about the collections by the curatorial staff and are given docent orientation materials as reference sources.

Exhibit Installation

- An Exhibit Installation Volunteer works with The Brinton Museum's curatorial staff in installing rotating exhibits in the S. K. Johnston, Jr. Family Gallery and the Jacomien Mars Reception Gallery. This opportunity offers a behind-the-scenes experience in installing fine art for exhibition and learning proper museum methods for hanging art and displaying sculpture. The Exhibit Installation Volunteer will be trained in the care and handling of art and assists the staff in a variety of installation duties including transporting art from storage to the gallery, measuring and hanging art, placement of pedestals and proper exhibit lighting.

Collections

- Collections Volunteers assist our Registrar with inventory, organization, cleaning, photo documentation and other duties that relate to managing the museum's art and artifacts collection.

Photography & Media

- The Photography & Media volunteer will be responsible for taking photography and video recordings of events and tours at the museum. These photographs and videos will be used to promote the museum and for documentation

purposes. They may be used on various social media platforms and advertisements.

Nature Trail Maintenance

- There are two nature trails on The Brinton Museum property: The Brinton Nature Trail (0.7 miles) and Quarter Circle A Nature Trail (2.5 miles). Both of these trails require routine maintenance to ensure the trails are safe and in good condition for trail users. Maintenance tasks include weekly maintenance walks, weed whacking to prevent overgrowth on the trail, removal of fallen tree limbs and branches, erosion control, and other tasks as necessary. Trail Maintenance Volunteers need to wear long pants, closed toe shoes, and protective eye and ear wear when operating a weed whacker or other motor-powered tools.

Mailings Volunteer

- The Brinton Museum sends periodic bulk mailings to patrons and members. Museum Mailings Volunteers will assist with attaching mailing labels and stamps, folding mailing contents, stuffing envelopes, and sorting mail by zip codes.