

Museum of Arts & Sciences

In association with the Smithsonian Institution

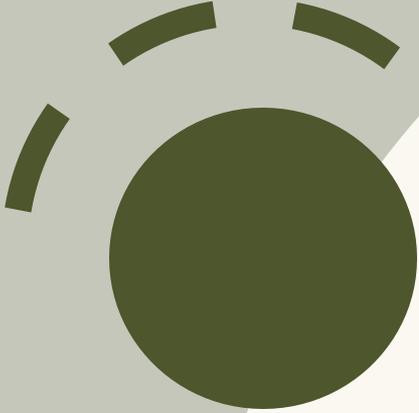
MOAS



MOAS Volunteer Program

Let's get to know each other...

- What is your name?
- Where do you work or go to school?
- What brought you to MOAS?

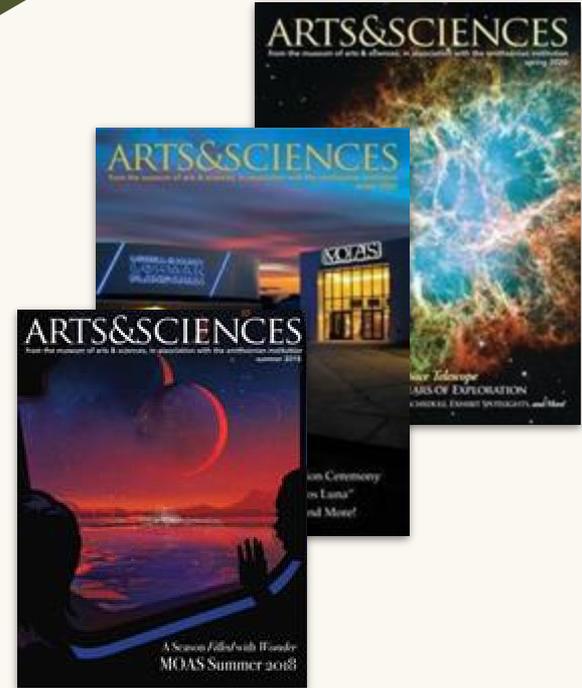


Meet MOAS

Who We Are

The Museum of Arts & Sciences (MOAS) is the primary art, science and history museum in Central Florida.

- MOAS is the areas largest museum.
- MOAS is nationally accredited by the American Alliance of Museums.
- MOAS is Smithsonian Institution Affiliate.





Our Mission & Values

Our Mission & Vision

To ignite curiosity and connection to art, science, and history that creates a lasting impact with our communities.

We strive to be a cornerstone of our communities where all minds are expanded and spirits are sparked, creating deeper connections to the world using the nexus of art, science, and history.



Who We Serve & Our Values

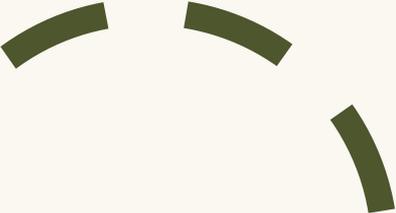
The museum serves the communities within Volusia County through education, stewardship, preservation, and collaboration.

Our 5 core values are:

- ***Authentic*** - Committing to integrity
- ***Service*** - Enriching the lives of the communities around us
- ***Collaborative*** - Evolving together creates success
- ***Wonder*** - Fostering a sense of curiosity

Our Goals

- To focus on education, preservation, and engagement in the realms of art, science, and history.
- To educate on the arts, history, science, technology, and nature.
- To attract quality exhibits that enrich the lives of our community.
- To grow our volunteer community to preserve the MOAS legacy while mentoring future generations.



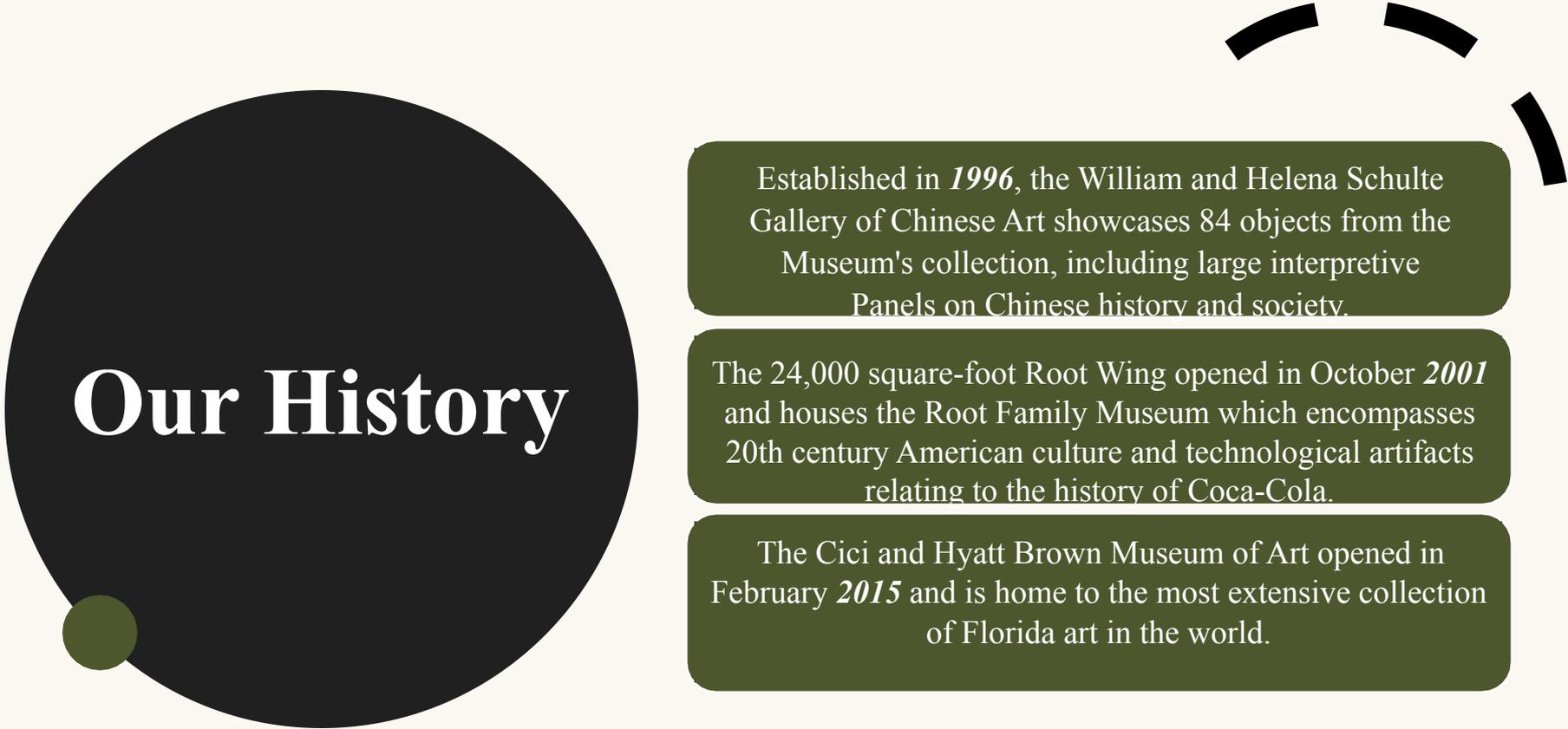
Our History



MOAS is a not-for-profit educational institution founded in *1955* and was chartered by the State of Florida in *1962*.

MOAS is located on a 90 acre Florida nature preserve and houses many diverse collections.

MOAS collections include more than 25,000 pieces and its facilities span over 100,000 square feet.



Our History

Established in *1996*, the William and Helena Schulte Gallery of Chinese Art showcases 84 objects from the Museum's collection, including large interpretive Panels on Chinese history and society.

The 24,000 square-foot Root Wing opened in October *2001* and houses the Root Family Museum which encompasses 20th century American culture and technological artifacts relating to the history of Coca-Cola.

The Cici and Hyatt Brown Museum of Art opened in February *2015* and is home to the most extensive collection of Florida art in the world.

Exploring MOAS

MOAS is broken into 8 main sections:

- *Charles and Linda Williams Children's Museum*
- *Cici and Hyatt Brown Museum of Art*
- *Gamble Place*
- *Lowell and Nancy Lohman Family Planetarium*
- *Root Family Museum*
- *Tuscawilla Preserve*
- *North Wing*
- *L. Gale Lemerand Wing*

Fun Facts:

The main MOAS building includes 15 galleries with 9 rotating exhibits.

The Cici & Hyatt Brown Museum of Art holds 7 galleries with 6 rotating exhibits.

Exploring MOAS

Museum hours of operation:

MOAS & the Brown Museum of Art

- *Monday-Saturday: 10 a.m. to 5 p.m.*
- *Sunday: 11 a.m. to 5 p.m.*

Admission prices and additional information can be found on page 7 of the volunteer handbook.



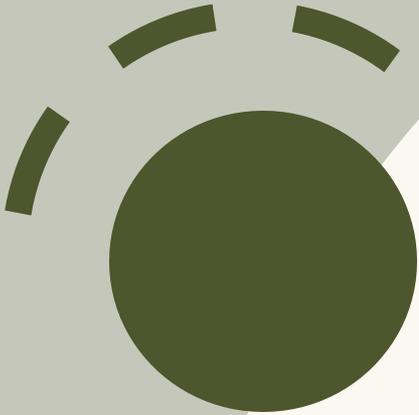
Governing Board & Support Groups

The museum is guided and governed by an eight-member-executive board of trustees and an additional eight trustees.

The Guild of MOAS provides additional financial support and services, including:

- *Fundraising Events*
- *Monthly Meetings*
- *Social Events*
- *Field Trips*

For additional information regarding the governing board, please visit the MOAS website. *If you would like to volunteer for the Guild too, we can help connect you with the right team.*



**The MOAS
Volunteer
Community**

Your Local Leadership & Staff



Tabitha Schmidt
CEO | Executive Director



Katie Hennesy
Chief Operating Officer



Karina Tanner
Volunteer Coordination



How Our Amazing Volunteers Make a Difference?

2024 Volunteer Stats:

- Total Volunteers – 117
 - 333% increase over 2023
- Total Volunteer Hours – 3,249
- Total Nonprofit Value - \$100,487.68

The Heart of MOAS - Our Volunteers!

- *Our volunteers are the cornerstone of the MOAS experience for our community!*
- *Our volunteers ensure our guests have a memorable and enjoyable experience.*
- *Our volunteers are key to our success!*



MOAS VOLUNTEER PROGRAM

Volunteers play an integral role in fulfilling the mission of MOAS and the daily operations of the museum.

We welcome recurring, seasonal, and episodic support!

The volunteer program is powered by Uncover Volusia County (UVC). UVC creates a positive social impact through civic engagement services and programs that connect people and spark action. At our core, is volunteer management. Learn more: www.uncoverkc.org

Volunteer Registration

- Forms available at www.moas.org or by contacting us at volunteers@moas.org.
- Volunteers may be interviewed based on program interest.
- Orientation and training is provided prior to their first volunteer shift being assigned, with the exception of some seasonal and episodic events.
- ***Galaxy Digital*** is the new volunteer platform! A place where you can discover new volunteer opportunities while tracking service hours, which is critical to the success of the program.



Volunteer Opportunities

MOAS offers a variety of service options, including:

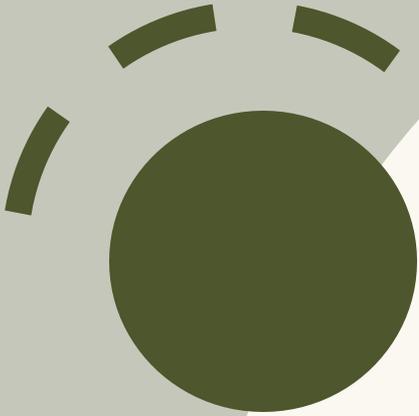
- **Seasonal Events:** these are one-time events, including fundraisers, event support, concession support, and more. 2-4 hour support.
- **Museum Shop:** this is recurring, weekly service available Monday through Sunday. 3-hour shifts.
- **Education:** Planetarium, Summer Learning Institute, and stargazing events. 2-4 hour shifts.
- **Docents:** this is recurring support focused on museum tours and field trip help. 1-3 hour shifts.
- **Internships:** this is a non-paid internship with placement in Education, Development, and Marketing positions.
- **Support Groups:** the Guild of MOAS (more info on page 6 of the volunteer handbook)

Many volunteers in our community choose both recurring and episodic shifts. We'll work together to align your passion with our needs!

MOAS Volunteer Program

Let's get to know each other...

- What volunteer opportunities interest you?
- Tell us about your schedule and how you would like to serve?
- When are you available?



Policies & Best Practices

Volunteer Requirements & Training

MOAS volunteers are an extension of the museum and community; you are a member of the MOAS team! MOAS is committed to providing training and a rewarding environment.

- General orientation sessions provided about the Museum and its collections.
- Training sessions held by each department as needed: Education, Guest Services, or Administration.
- If a volunteer has an unreasonable number of absences from training sessions, they may be required to repeat the training prior to volunteering.
- A new docent will be paired with a seasoned staff member for training purposes. The training requires that the new docent lead a tour with a staff member before being officially assigned a tour with the public.



What is an active MOAS volunteer?

- An individual or group that serves at least once per year.
- Many volunteers commit to a regular schedule while supporting special events.

Program Benefits

- **A complimentary *Family Membership* will be given to each volunteer upon completion of 40 hours of service. Membership is based on prior years' service, and will be awarded on January 31.**
- **Volunteer lanyard with access to breakroom while on active assignment.**
- **Free non alcoholic drink from the Museum Store while serving as an active volunteer after 16 hours of service.**
- **Personalized name tag for recurring volunteers after satisfactory completion of 9 service hours.**
- **Invites to volunteer community appreciation events, including annual awards ceremony.**
- **Eligible for participation in tiered Volunteer Appreciation Program.**
- **An opportunity to part of a team that allows you to grow both personally and professionally through an exciting educational resource.**

What you can expect from MOAS

- Orientation, training, and event based training as required.
- Assignment to volunteer opportunities that align with your interests and skills.
- With your help, MOAS will keep accurate records of your volunteer hours and contributions.
- Policies that ensure your privacy and safety.
- MOAS provides each volunteer with an identification badge for entrance to the buildings.
- All volunteers are recognized as important members of the staff team.
- The volunteer management team provides support and solutions to problems, as needed.
- Monthly, digital newsletters with updates and event-based information.
- Volunteer appreciation events with the opportunity to build relationships.

Volunteer Best Practices

- Comply with museum procedures and to monitor conduct accordingly.
- Preserve the confidential information acquired at the museum.
- Subscribe to the museum's code of ethics; to not engage in solicitation of any kind during working time. A museum volunteer should also refrain from distributing handbills, raffle tickets, or similar working areas either during, before, or after working hours.
- Keep personal phone calls to a minimum. If a phone call lasts over two minutes kindly step outside to continue the call.
- Kindly decline any offering of gratuity for services provided to patrons. Instead direct them to the designated donation boxes located at the Guest Services Desk and thank them for supporting MOAS.
- Be good ambassadors in the community, sharing good news and upcoming programs and events in support of the museum.





Volunteer Expectations

- Sign-in on the volunteer sign-in clipboard upon each arrival, in addition to utilizing Galaxy Digital to track time.
- Arrive 10 minutes prior to the beginning of your shift.
- Check email, Galaxy Digital and other means of communication for opportunities and updates.
- Wear identification while onsite serving.
- Notify your department lead and the Volunteer Coordinator as soon as possible before absences.
- Attend additional training programs when available.

Additional information on pages 9 & 10 of the volunteer handbook.

Volunteer Policies

Absence and Punctuality

- The MOAS team relies on your attendance and service. If problems arise that will impact your ability to serve, please contact the volunteer coordination team at volunteers@moas.org.

Dress Code

- Business casual dress that is appropriate to the work being performed is recommended.
- All employees should be covered from shoulders to knees (no see-through clothing is permitted at any time).

Identification & Check-In

- MOAS will provide each volunteer with an identification badge. Volunteers should check-in at the museums main entrance to meet their staff lead for their first engagement.
- Volunteers must wear identification throughout the shift. After 16 hours of service, volunteers will receive a personalized badge.
- MOAS volunteers are required to track their service hours through Galaxy Digital for recognition, funding and engagement purposes.

Volunteer Policies

Parking & Meal Breaks

- Free parking is available at each location. Please check with your staff lead in regards to special event parking. Time for meals is may be scheduled when engagements are lengthy.

Conduct Policy

- The goal at MOAS is to bring the community together while promoting a positive culture focused on growth and learning.
- Additional information is found on pages 15 and 16 of the volunteer handbook.

Rules for Visitors

- Children age 16 and under must be accompanied by an adult.
- No running or touching of objects in the museum unless indicated otherwise.
- No flash photography or video cameras allowed on the premises.
- No smoking on museum grounds. Eating and drinking is allowed in designated areas.

Confidentiality & Security Policy

The *Museum of Arts and Sciences* takes confidentiality and security seriously. As staff members, we are trusted to be good stewards of the museum artifacts and information that we learn as a result of our engagements.

- Any information that an employee learns about *MOAS*, or its staff, members or donors that is not otherwise publicly available constitutes confidential information and must remain confidential.
- Any questions or requests made by members of the media should be directed to the Director of Marketing and Public Relations at 386-576-3162, extension 320.
- The disclosure, distribution, electronic transmission or copying of The Museum of Arts & *Sciences* confidential information is prohibited.
- To maintain security and safety, everyone must check-in at the Guest Services Desk. All packages, shopping bags, backpacks, etc. are not allowed inside of the museum.

Emergency Procedures

- **In the event of a serious accident, emergency, or fatality** the Staff person in charge at the scene will follow established emergency procedures. Remain calm and be prepared to follow instructions given by the staff person.
- **In the event of a fire** proceed in an orderly fashion to the nearest exit.
- **In the event of an emergency**, locate your nearest security team member, as they will be able to assist you.

Next Steps & Contact Information

- Determine your first volunteer service assignment
- Sign your MOAS volunteer contract
- Host introductions to the department or event lead
- Finalize start date and frequency of service
- Volunteer coordination will provide final details via email
- A calendar invitation will be sent, detailing your first day of service

Volunteer contact information is provided on the last page of the volunteer handbook.

Thank You!

WE COULDN'T DO IT WITHOUT YOU!