

# Summer Internship Orientation 2021



## DMFAH Mission

The Danville Museum of Fine Arts and History, established in 1974, is a non-profit educational organization whose mission is to promote art, history, and culture in the Dan River Region.

The DMFAH is a Museum that Welcomes All

## Diversity, Equity, Accessibility and Inclusion

Museums are a vital part of how we tell the stories of who we are, who we've been, and how we will live together. They maintain our cultural heritage and teach us about all the ways we are different and the same. Reflecting the diversity of that heritage is a critical part of museums' work. We cannot claim to be truly essential to society if we are not accessible to all. We adhere to the American Alliance of Museum's mission to highlight diversity, equity, accessibility, and inclusion as a key focus in all we do. We believe that equity is our goal, inclusion is how we move toward that goal, and diversity describes the breadth of our experiences and perspectives.

### DMFAH Volunteer Program

- Position Descriptions
- Marketing
- Application Process
- Policies and Procedures

### DMFAH Program Development

- Orientation & Training
- Volunteer Evaluation
- Recognition and Rewards
- Professional Development

### DMFAH Support Programs

- Communication Network
- Record Keeping
- Management
- Budget

## Job Descriptions and Volunteer Roles

1. **The DMFAH needs volunteers for Collections Maintenance; For greeting visitors to the Museum and the Gallery; For Event/ Program Planning & Event participation; For exhibition preparation and exhibition installation; For Education Research and Education Programming.**
2. **The DMFAH has the following Job Descriptions:**
  - **Collections Assistant:** Works in Collections. Data Entry on PAST PERFECT. Cleans and prepares collections for photographs. Organizes Files and writes small essay contributions for the Museum newsletter (250-500 words). Conduct Scans and work with transcripts. POINT OF CONTACT: Annie Chappell/ Aidan Thomas (depending on the day you work)
  - **Museum Greeter and Visitor Orientation:** Front Desk Duty (Welcome visitors, sign visitors in, take temperatures, sell tickets, give information about history exhibitions, introduce self-guided tours)
  - **Craghead Gallery Assistant:** Front Desk Duty (Welcome visitors, sign visitors in, take temperatures, give information about art exhibitions, introduce self-guided tours). POINT OF CONTACT: CB Maddox or Aidan Thomas – depending on the day you work.
  - **Museum Administrative Assistant:** Work in the *Inner Office* preparing bulk mailing. Create List Serves for specific events and maintain Museum and Gallery List Serves. Phone Museum patrons to tell them about upcoming programs. Answer phones and field questions to the right departments. POINT OF CONTACT: Sara Shorter
  - **Museum Event Assistant:** Attend event meetings. Help with setting up for the event. Count attendees and prepare data for the event. Conduct surveys at the conclusion of the event. Enter data into inner office ledgers. POINT OF CONTACT: Varies from event to event
  - **Museum Education Assistant:** Attend and assist with Museum classes as it pertains to history and art. Become familiar with the collections through education programming. Attend seminars with Museum Education Partner Organizations: Averett University/DCC/Public Schools/Private Schools/ Youth Groups & Churches. Work with classroom teachers and children. Takes place at Museum and at the Craghead Gallery. Education is at the center of our DMFAH public service role. POINT OF CONTACT: Daniel Shogan or Elsabé Dixon
  - **Museum Garden and Eco Team:** Community trash and twig pick up (this is usually done as a team and on a specific day). Garden Maintenance. Watering the front and back porch potted plants. Working with the Garden Club in the Perkinson Rose Garden. Become Familiar with the Museum recycling system. Make sure that all recycled plastics are placed in the right bins. POINT OF CONTACT: Helen Earle or CB Maddox

**DMFAH Dress Code:** Please wear your assigned T-shirts given to you by your Internship programs manager at Goodwill, and please remember to wear your nametag. While you are working for the DMFAH you will be given Museum T-shirts. These should be worn when you have your other assigned shirt in the wash or when you are working at the gallery. Please make sure that your clothes are clean when you come to work. A professional appearance is optimal. Wear comfortable shoes/sneakers. Make sure that your shoes are clean too.

### **Volunteer Policies & Procedures**

- **The DMFAH ensures that the volunteer program has staff support and resources needed.**
- **The DMFAH manages its financial resources in a way that advances its mission.**
- **All aspects of the DMFAH operations are integrated and focused on meeting its mission.**
- **The DMFAH has appropriate measures to ensure the safety and security of people, its collections and/objects and the facilities it owns.**
- **Supervision from Museum Staff helps volunteers to continue to learn and improve job performance while offering them the opportunity to give feedback and contribute ideas.**
- **Evaluation of and by staff is performed.**
- **The DMFAH establishes Measures of Success and uses them to evaluate and adjust its activities.**

### **EVALUATING DMFAH Volunteers and the Volunteer Program**

- **Individual Volunteer Performance**
- **Overall Program performance in meeting volunteer needs**
- **Overall Program performance meeting museum needs**

### **RECOGNITION & REWARDS**

When Intern/volunteer's service terms are done or if they reach a specific milestone in the hours served, they are recognized through a public event and will receive a letter of appreciation from the Executive Director.

### **VOLUNTEER PROFESSIONAL DEVELOPMENT**

Webinars, talks lectures, behind-the-scenes tours, regional conferences or meetings, training in new software or digital tools, and research projects on a specific topic or artifact.

**COMMUNICATION NETWORK**

- Three methods of communication
- How do volunteers/interns communicate with one another
- How does DMFAH support communication between staff and volunteers/interns
- How do we ensure that information flows both up and down the organization
- Are we all working to create a community? Is everyone engaged?

**RECORD KEEPING**

- Timesheets
- Documentation of daily and weekly activities (binder, computer spreadsheet)
- Recruitment Partner Communication

**DMFAH HONOR CODE:**

DMFAH Interns and Volunteers do not lie, cheat, steal, or violate the rights of others. Therefore, I pledge to uphold all standards of honorable conduct. I will report myself, and others for any infractions of this pledge.

Intern Signature \_\_\_\_\_

**DMFAH WORKPLACE HARASSMENT STATEMENT**

The DMFAH strives to create and maintain a work environment in which people are treated with dignity, decency, and respect. The environment of the company should be characterized by mutual trust and the absence of intimidation, oppression, and exploitation. The DMFAH will not tolerate unlawful discrimination or harassment of any kind. Through enforcement of this policy and by education of employees, the DMFAH will seek to prevent, correct and discipline behavior that violates this policy.

All employees, regardless of their positions, are covered by and are expected to comply with this policy and to take appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action will be taken against any employee who violates this policy. Based on the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension, or termination of employment.

ED Signature \_\_\_\_\_ Date: / /

Intern/Volunteer Signature \_\_\_\_\_ Date: / /