



Chatham Marconi Maritime Center Volunteer Openings - 2022



Volunteering at the Center

Chatham Marconi Maritime Center occupies the largest two of ten historic structures built for Guglielmo Marconi in 1914. These buildings are the Education Center and administrative offices within the renovated "Hotel Nautilus" Residence Building, and the Marconi/RCA Wireless Museum in the former Receiving Station Operating Building. This year (2022) marks our twentieth anniversary and our twelfth season of operations.

Marconi-RCA Wireless Museum: In addition to assisting and guiding summer-season visitors, opportunities for volunteers include improving and developing exhibits, restoring equipment and artifacts for display, researching the station's 100-plus-year history, communicating via print and social media, arranging special events and group tours, and many other facets of the Center's operations.

Education Center: Using member, donor and grantor funding, Chatham Marconi creates and delivers communications science curricula for the Monomoy Regional School District and other area secondary schools. We offer Science, Technology, Engineering & Mathematics (STEM) courses after school hours and in the evenings during the school year, and we conduct Summer STEM programs during July and August.

Some of our volunteers enjoy being active in several endeavors. If Chatham Marconi sounds interesting to you, please consider becoming a volunteer. We welcome your interest and would be happy to have you involved either seasonally or year-round. For more information please e-mail volunteer@chathammarconi.org, or call 508-945-8889.

Opportunities

Volunteer Coordination:

Find and welcome volunteers, helping them to become familiar with the organization and its goals. Introduce them to museum or education team leads who can explain the roles that need to be filled to ensure a mutually agreeable fit. Coordinate volunteer recognition events and activities to encourage retention. Maintain contact information for volunteers and see that two-way communication is open year-round.

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Museum Host Coordination:

Maintain the schedule for Host and Cashier coverage in the Marconi-RCA Wireless Museum. In concert with museum management and exhibit curators, conduct orientation and familiarization so that Hosts are comfortable with their roles, have the latest information about the exhibits and are able to add a personal touch to the visitor experience. Work closely with the Volunteer Coordinator to foster volunteer recognition and retention.

Museum Host:

Museum Hosts (guides) are the key to a memorable museum visit. Meet people of all ages and interests from across the world! Share the station's history and the stories behind the exhibits. Some visitors arrive knowing nothing about the museum, some understand the history, and some arrive to indulge a lifelong interest in maritime radio. Create an excellent visit experience by identifying visitors' interests and satisfying their curiosities. The museum provides orientation, training and support to complement and strengthen Hosts' knowledge and abilities.

Museum Welcome Desk Cashier:

Be the face of the Marconi-RCA Wireless Museum! As a Welcome Desk Cashier, greet visitors as they arrive, collect admission fees and assist with purchases from the Museum Shop. Occasionally solicit visitor's demographic information for marketing purposes. Requires familiarity with the *Square* point-of-sale system (using *Square* is similar to using apps on a smart phone).

Museum Exhibits:

Plan and execute new and exciting exhibits to keep the visitor experience fresh. Benchmark other museums and participate in industry/association seminars to incorporate the best ideas into new exhibits. Many exhibits include computer-based interactive features requiring regular updates and software maintenance. Maintain and incrementally improve PC technology and presentation scripts for existing exhibits to prolong their useful life and retain visitor interest.

Collections & Archives:

Identify and catalog equipment, documents and artifacts that were used in, or relevant to, station operation. Maintain and safely store the collection in physical and/or digital form for use by exhibit developers, scholars or visitors to research the station's past and its employees' histories.

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Programs:

Develop and support Speaker Series talks, interpretive programs for museum exhibits and other events which are offered in person and virtually both to members and the public. Identify, invite, schedule and liaise with guest presenters. Assist with event scheduling, ticketing, admissions, etc.

STEM Education:

Assist professional instructors with Summer STEM or STEM After Hours classes and lab experiments conducted for young people curious about communications and physical science. Assist during school class field trips to the Education Center and Museum.

Operations & Maintenance:

Support day to day aspects of the facilities. Perform minor routine maintenance, order supplies & coordinate services to keep the buildings functional, clean, welcoming and ready for business. Coordinate professional cleaning services in-season. Periodically coordinate volunteer work teams for minor maintenance, paint touch-up, and appearance enhancements.

Grounds:

Keep exterior grounds attractive and presentable. Care for decorative plants that make the Center's buildings attractive to members and visitors. Coordinate lawn and tree maintenance with the Town of Chatham (owner of the buildings and grounds).

Computers & IT:

Maintain the office computer network for the paid and volunteer staff. Administer the Internet and VOIP telephone system. Incrementally improve the installed base of PCs and operations / applications software as upgrades become available or required. System complexity is similar to that found in a small business.

Member's Rental Events:

Coordinate rental of the Center's facilities for members' private or business events. Ensure the rented spaces are clean and the Education Center's kitchen is clean, properly stocked and ready for use. Assist with planning and executing the Center's in-house volunteer/member recognition and fundraising events.

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Public Relations:

Create media news releases, PSAs, etc. for Museum, Education and Programs activities and events. Create and post content on social media and the Center's *MarconiGram* e-newsletter. Create and maintain content for the Center's website. Target audiences are current and potential members, potential museum visitors, potential STEM class participants; potential donor and grantors. Coordinate outreach speaking engagements for outside groups, and participation at marketing events of opportunity. Create paid advertisements, travel guide content, and collateral materials to drive seasonal Museum visitor attendance.

Administrative Support:

Help with mailing, filing, copying and other administrative tasks goes a long way to making the organization run smoothly and is always appreciated.