

RPM

Ambassador

Program



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RPM Ambassador Program Information

Who?

The Reading Public Museum is looking for motivated and curious high school and college students (16+) to volunteer at the Museum as Ambassadors. Ambassadors are individuals with an interest in the Museum Field who are looking for community service opportunities. Ambassadors need to be able to work well on their own and with others, be comfortable talking to Museum guests, and want to help others learn.

Why?

The Museum Ambassador Program has been designed to benefit the Museum and the Ambassadors. This program will promote Museum growth in our community, meet the needs of the Museum and its visitors, and help Ambassadors have a meaningful volunteering opportunity while gaining experience in a museum to benefit professional development and career exploration. Ambassadors will be able to add this experience to their resume and can request a letter of recommendation from the program coordinator when applying for college, jobs, etc. This is not an internship, and Ambassadors will not be paid.

What?

Museum Ambassadors will spend their time in the Galleries of RPM enhancing Visitor Experience. Museum Ambassadors will be responsible for the following duties:

1. Answering guest questions about the Museum
2. Answering guest questions about the collection, permanent galleries, and temporary exhibitions
3. Ensuring object safety and security
4. Manning the Hands-On Education Cart
5. Serving as a Planetarium Greeter
6. Interacting with staff and guests in a polite and welcoming manner

How?

Museum Ambassadors will receive training and education on Museum history, permanent galleries, and temporary exhibitions (as they go on and off exhibit). Ambassadors will receive a binder with relevant information needed to perform their duties. It is up to the Ambassador to learn and reference these materials on their own to be able to effectively perform their duties. Ambassadors will schedule in-person gallery/exhibition training with Museum Educators or the Program Coordinator to learn material.

When?

Museum Ambassadors will be required to volunteer 10 hours/month. This time requirement can be flexible and will last as long as the individual remains an Ambassador. Ambassador volunteer shifts can last between 2-6 hours. Again, this timing can be flexible if needed.



RPM Ambassador Program Agreement for the Reading Public Museum

By signing this agreement, I, _____, declare my intention to serve as an active Museum Ambassador for the Reading Public Museum. As an active Ambassador I will:

1. Give a minimum of 10 hours/month (unless otherwise agreed upon with the Program Coordinator)
2. Complete in person trainings and prepare for volunteer shifts sufficiently with provided materials
3. Abide by the general rules of access and conduct for all Reading Public Museum staff
4. Respect RPM staff time and resources
5. Respect all Museum visitors, guests, and staff at all times
6. Dress in accordance with program requirements
7. Notify the Program Coordinator via phone or email if an absence is necessary from a training or volunteer shift
8. Submit in writing if I choose to resign from the program
9. Accept the Program Coordinator's right to counsel or dismiss me from the RPM Ambassador Program if I fail to comply with these guidelines

Applicant Signature

Date

Program Coordinator Signature

Date



RPM Ambassador Program Application

Name: _____

Phone number: _____

Email: _____

Emergency Contact

Name: _____

Phone number: _____

Email: _____

Education (please complete all that apply)

High School: _____

College: _____

Graduation Year: _____

Major: _____

Minor: _____

Volunteer Availability

Hours available Mon-Sun:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Please use this space to tell us why you would like to be a Museum Ambassador at the Reading Public Museum:
