

Title: Admin (Registrar) Volunteer
Department: Visitor Experience
Reports to: Visitor Experience Supervisor
FLSA Status: N/A, Volunteer Position
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Commitment: One shift either weekly or biweekly over a period of at least six months

Since our founding in 1901, the Toledo Museum of Art has earned a global reputation for the quality of our collection, our innovative and extensive education programs, and our architecturally significant campus.

And thanks to the benevolence of its founders, as well as the continued support of its members, TMA remains a privately endowed, non-profit institution and opens its collection to the public, free of charge.

SUMMARY

Interested in a wide variety of opportunities to support the TMA while exploring behind-the-scenes? Bring your administrative and support skills to the task of keeping the TMA in its place of national prominence. Departments and opportunities vary, but include general office tasks such as preparing mailings, book repair in the library, copying records for archives, and more.

KEY ACCOUNTABILITIES

- Assist the Registrar's office with physical and electronic filing.

RELATIONSHIPS

- Reports to the Assistant Registrar during a shift. Ultimately reports to Visitor Experience Supervisor.
- Works with Registrar staff and other volunteers.

SPECIALIZED KNOWLEDGE, COMPETENCIES AND ABILITIES

- Ability to take both written and verbal direction.
- Strong time management skills.

EDUCATION AND EXPERIENCE

- Experience with physical and electronic filing required.
- Interest in Museum work, specifically that of the Registrar's Office, strongly desired.

WORK ENVIRONMENT

- While performing the duties of this job, the volunteer is regularly required to talk and hear, stand, walk, sit, bend at waist or knees. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level when performing the duties of this position is generally moderate and contains regular office noises such as phones, conversation, and printers.
- The physical demands described here are representative of those that must be met by a volunteer to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Toledo Museum of Art provides equal opportunity for volunteering to all qualified applicants. No person shall be discriminated against on the basis of race, color, religion, gender, age, national origin, marital status, disability, sexual orientation, veteran status or any other status or condition protected by applicable federal or state statutes. The Museum is committed to maintaining an environment in which all volunteers and employees are treated equitably and given the opportunity to achieve their full potential in the workplace.