



AMERICA'S CAR MUSEUM

LeMay – America's Car Museum Volunteer Synopsis

About LeMay – America's Car Museum (ACM): ACM is a non-profit organization that spotlights America's love affair with the automobile. Featuring a nine-acre campus – with a four-story museum as the centerpiece – ACM, situated in downtown Tacoma, Washington, right across from the Tacoma Dome and in the shadow of Mt. Rainier, is one of the world's largest auto museums and attractions.

ACM is designed to preserve history and celebrate the world's automotive culture. The spacious facility houses up to 350 cars, trucks and motorcycles from private owners, corporations and the LeMay collection, which amassed a Guinness Book record of more than 3,000 vehicles in the mid-'90s.

Application Process and Orientation: Individuals interested in volunteering at ACM are asked to complete a volunteer application, a Washington State Patrol background check form, and provide a copy of their driver's license. Applications are available at the museum or on the website at www.lemaymuseum.org. After an informal interview, all volunteers receive a general orientation to the museum, followed by job-specific training. There are also opportunities for ongoing education, training, and social gatherings for the entire volunteer community.

Commitment: Volunteers are asked to make a one-year commitment to ACM. Docents make a two-year commitment plus ongoing training and independent study.

Hours: Shifts are generally defined as 3 ½ hour periods and may vary depending on the area you volunteer in. Available shifts for ongoing positions interacting with the public are Monday through Sunday and are from 10 am to 1:30 pm or 1:30 to 5 pm. Shifts are also available periodically for special events.

Membership at ACM: All volunteers are encouraged to become members of the museum but it is not a requirement. Your membership helps sustain museum operations and is greatly appreciated.

Benefits:

- Free parking on scheduled days
- Volunteer Appreciation Week in April which provides a myriad of free opportunities locally and in the surrounding area
- Special social activities and events
- Opportunities to enroll in volunteer training programs, special tours, and skill-building workshops as offered
- Chances to gain skills, improve knowledge of museum operations, enhance career options, and socialize with other car lovers
- Discounts in the *Classics Café* and in the museum store
- Free museum admission and the opportunity to earn free passes to share with others

Parking: Volunteers receive free parking on scheduled volunteer days. Free parking can also be obtained by going to the Tacoma Dome Bus Station.

Volunteer Positions: Below is a brief synopsis of the types of positions that are available.

Docent / Tour Guide

Docents conduct guided tours of the Museum for audiences of diverse backgrounds which may include school-age children, young adults, educators, seniors, visitors with special needs, and those for whom English is not a first language. Docents will provide a brief history of the Museum, explanation of the Museum's programs, tour of the current exhibitions, and state future plans and goals of the Museum.

Collection Monitor

Collections Management is in charge of seeing that our valuable collection of vehicles and artifacts are displayed for maximum enjoyment by our visitors. They are charged to see that the collection is kept safe and the condition preserved.

Collection Monitors protect and oversee the collection on view to insure they are not handled in any way. In addition, they provide information about the museum, its history, and the collection to enhance the experience for our visitors.

Pit Crew

The Pit Crew assists visitors with The Speed Zone at America's Car Museum. Pit Crew volunteers will assist visitors in and out of the race car simulators in the Boone Racing Experience and orient them in how the attraction works. The Pit Crew will also assist in the Miller Slot Car Circuit to keep cars racing on the raised tracks.

Greeter

Greeters welcome museum guests, distribute maps, and encourage subscription to the museum's award winning e-newsletter, En Route, through the collection of patron emails. Greeters will also answer general questions and provide information to guests entering the museum.

Events Specialist

Assist with the numerous events that are booked at the museum. Volunteers may be needed to greet visitors in the lobby and help direct them where to go, or work as a Collection Monitor in the galleries, or even to dress up in costume to fit the theme of a party for added ambiance. Events can occur at just about any time - daytime, evenings, and weekends. Weekend and evening volunteers are of particular need.

Museum Ambassador

Present and distribute information about the Museum's collection at events onsite and offsite. Museum Ambassadors protect and oversee the collection on view to insure automobiles and artifacts are not handled in any way during onsite events. In addition, they provide information about the museum, its history, and the collection; as well as, encourage Museum awareness, membership, and volunteer opportunities. This position may be responsible for the booth set-up, positioning of vehicles, signs, tables, and displays for offsite events.

Collection Management Volunteer Crew

Volunteers may perform Vehicle Assessment and Evaluation- Assessment. Team Members are provided with the knowledge and procedure for skills necessary for the assessment of museum vehicles which will help with preservation, conservation and historical background. In addition, there may be call for:

- Vehicle detailing and regular cosmetic maintenance- This may include washing, polishing, and detailing the vehicles for display, or dusting and minor cleaning while on display.
- Assistance in preparing vehicles for on/off-site events.
- Vehicle records and database management- Our volunteer with a great mind for data, detail and also have computer skills love working with the collection databases.
- Assistance with moving vehicles to events and between display facilities

Office/Administrative Assistance

An administrative volunteer may assist staff in maintaining records and files, operating office equipment, receiving incoming telephone calls, typing a variety of routine documents, or other office related duties as assigned by supervisor.

Thank you for your interest in volunteering at LeMay – America's Car Museum. For more information or to apply on-line, visit our website at www.lemaymuseum.org. I look forward to receiving your application and meeting with you soon!

Jana Wennstrom
Volunteer Coordinator
LeMay-AMERICA'S CAR MUSEUM®
Jana.Wennstrom@LeMayMuseum.org
253.779.8490

Celebrating America's love affair with the automobile.