



Northwest  
African American  
Museum

**Volunteer Position:**  
**Supervisor:**

**Special Event Volunteer**  
Guest Services Officer & Programs + Community  
Engagement Coordinator

The **Northwest African American Museum** (NAAM), located in Seattle, WA, shares the story of the African American experience in the Northwest. The Museum's exhibitions and programs feature the visual arts, music, crafts, literature and history of African Americans in the Northwest. Visitors discover our journey to this region, the establishment of our vibrant community, and the ways in which we have survived. Cognizant of the Black community's continuous evolution, NAAM focuses on African Americans whose route to the new world was through slavery as well as recent immigrants arriving from places such as Somalia, Sudan and Ethiopia.

NAAM's mission is to spread knowledge, understanding, and enjoyment of the histories, arts and cultures of people of African descent for the enrichment of all. We accomplish our mission by working with others to:

- Present and preserve the connections between the Pacific Northwest and people of African descent; and to
- Investigate and celebrate Black experiences in America through exhibitions, programs and events.

NAAM seeks **Special Event Volunteers** to assist with program set-up, greeting guests, assist with guest questions, and assist with breakdown after select public and private events throughout the year. This is a one-time volunteer opportunity that is a great way for community members to get involved with NAAM, especially if individuals cannot make a long-term volunteer commitment; however, volunteers are welcome to sign up to help at multiple events, depending on the need!

NAAM is located in the historic Colman School Building in Seattle's Central District. The Museum's address is **2300 S. Massachusetts St., Seattle, WA 98104**. Free parking is available in our lot directly outside the Museum. Volunteers should park in Museum parking spots *only*, as the other parking spots are reserved for residents. The Museum is also easily accessible by public transportation—please visit [King County Metro Trip Planner](#) for directions.

This Special Event Volunteer position is a great role for individuals who:

- Are passionate about NAAM's mission of sharing the story of the African American experience in the Pacific Northwest
- Are looking for a low-barrier, low-commitment volunteer opportunity
- Want to learn more about NAAM programs
- Enjoy engaging with the community
- Are extroverted and positive
- Have a heart for hospitality
- Love to have fun!



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**Volunteer Benefits:**

All NAAM volunteers receive the following benefits as a “thank you” for volunteering:

- Unlimited, free admission to the Museum
- Reciprocal admission to partner museums during Volunteer Appreciation Week (April)
- Opportunities throughout year to attend partner museums’ exhibitions and programs
- Discounts and complementary tickets to select Museum programs
- Recognition at Annual Volunteer Appreciation event
- A chance to meet and connect with a community of Black arts and culture enthusiasts

**Responsibilities:**

Special Event Volunteers are expected to provide help with different aspects of the event, such as set up, greeting, and breakdown. This includes:

- Adhere to the mission, vision, and core values of NAAM
- Set up program space—chairs, tables, refreshments, information displays, etc. (Please note: volunteers with physical limitations are *not required* to assist with set up and breakdown—staff will make accommodations, as needed.)
- Greet visitors and direct to proper event space
- Be friendly and welcoming to all guests, staff, and volunteers
- Check coats for guests
- Take initiative to assist guests as needed
- Be familiar with layout of museum, the collections, and current exhibitions
- Direct visitors to restrooms and amenities as needed
- Help with event space break down

**Skills and Qualifications Needed:**

Individuals interested in the Special Event Volunteer position should possess the following skills and/or qualifications:

- Understand and support NAAM’s mission and vision
- Be able to embrace and articulate NAAM’s mission to guests
- Demonstrate a friendly, warm, and energetic attitude with a desire to interact with Museum visitors, staff, and volunteers
- Collaborative, team player
- Must be at least 15 years old
- Attend day-of orientation and training session
- Ability to abide by all of NAAM’s policies, procedures, and best practices
- Ability to abide by the Standards for Museum Volunteers

**Setting:**

This volunteer position takes place inside the Museum. Volunteers will need to be able to sit and stand intermittently depending on the task at hand. The staff supervisor will be onsite to assist volunteers with guidance or assistance during shifts. Volunteer attire will be communicated to volunteers closer to the event date.



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**Time Commitment:**

This is a one-time volunteer opportunity. Volunteers who would like to volunteer more frequently should visit NAAM's website to view current ongoing volunteer positions.

**Training:**

All volunteers will attend an orientation and training that include:

- Best practices, policies, procedures and expectations
- Info on NAAM's mission, vision, and core values

*All one-time volunteers must fill out the required volunteer paperwork prior to volunteering.*