

1940 Air Terminal Museum Volunteer Opportunities January 9, 2010

1. Museum Operations
 - a. Docent
 - b. Soliciting, scheduling and guiding tours
 - c. Soliciting, scheduling and hosting special events
 - d. Facility management
 - i. Opening and securing doors
 - ii. Insuring alarm is off at opening and on at closing
 - iii. Uncovering and re-covering cases
 - iv. Insuring museum is neat and orderly
 - v. Answering phone, checking voicemail, returning calls
 - e. Gift Shop
 - i. Insuring gift shop is orderly
 - ii. Handling gift shop sales
 - f. Collections management
 - i. Accessioning artifacts (receipt, documentation, initial storage and acknowledgement)
 - ii. Cataloging artifacts
 - iii. Insuring proper archiving of artifacts
 - iv. Exhibition of artifacts
 - g. Publicity
 - i. Media releases
 1. writing
 2. circulating
 3. follow up
 - ii. general and special event flyers
 1. writing
 2. circulating
 - iii. Starliner
 1. Writing articles for the Starliner
 2. Layout, editing and assembly of the Starliner
2. Volunteer coordination
 - a. Recruiting volunteers
 - b. Follow up with interested potential volunteers
 - c. Scheduling and communication with volunteers
3. Membership coordination
 - a. Send membership packets to members
 - b. Send membership renewal letters to annual members
 - c. Communication with members
4. Raffle
 - a. Attending 175 appearances
 - b. Circulating posters & brochures
 - c. Selling tickets
 - d. Cleaning the plane before appearances

5. Aircraft Exhibit Projects
 - a. DC-6 nose restoration
 - i. Remove and replace headliner
 - ii. Hang cargo door
 - iii. Pull right side window plugs
 - iv. Paint
 - v. Clean inside
 - vi. Install seat tracks & seat rows.
 - vii. Construct bulkhead?
 - viii. Install carpet?
 - b. Airstair restoration
 - i. Sheetmetal repair
 - ii. paint
 - c. Biplane restoration
 - i. As needed, repair or cut and install replacement sheetmetal panels
 - ii. Fabricate and cover rudder
 - iii. Assemble
 - iv. paint
 - d. Cessna Cardinal Restoration
 - i. Move
 - ii. Paint
 - iii. assemble
6. Special Events
 - a. Wings & Wheels
 - i. Circulating posters & brochures
 - ii. Greeting
 - iii. Ramp monitor
 - iv. Serving lunch
 - v. Selling tickets
 - vi. Marshalling
 - b. Events away – Fly-Ins, etc.
 - c. In-Flight Movie Night
 - d. Volunteer & Member Events – quarterly/bi-monthly dinner
 - e. Pops & Props Gala
7. Fundraising
 - a. Research re: fundraising opportunities
 - b. Printing and assembly of fundraising requests
8. Historical Research
 - a. Video oral histories
 - b. Historical research