

Volunteer Interest Form

Please include full mailing address and preferred contact information. Visit with the Volunteer Coordinator about available shifts and job descriptions. Detach this panel and deliver to the Volunteer Coordinator at the Moss Mansion Museum.

Name

Mailing Address

City/State/Zip

Phone

Email

Today's Date

Date of Birth (day and month)

Employer

Job Title

Availability (days, months, hours...)

Areas of Interest (inside brochure – you may choose more than one.)

Signature

Detach here and return to Moss Mansion.

Making a Difference

Volunteers at the Moss Mansion are the best ambassadors for our local museum. As a volunteer you gain behind-the-scenes knowledge of the inner workings of an independent non-profit historic house museum: preservation issues, public service and relations, interpretation, conservation, and more.

The Billings Preservation Society is a non-profit, tax-exempt organization which administers, operates, and maintains the Moss Mansion Historic House Museum. In 1986, the Billings Preservation Society obtained possession of the Moss home through a lease agreement with the family and separate option agreement. Per the family's request, the house has been available to the public and maintained to meet the requirements of the National Historic Home Register.

The mission of the Billings Preservation Society, symbolized by the Moss Mansion, is to inspire, to educate and to facilitate historic and cultural preservation activities for our community and for its future generations.

Contact Us

Phone: 406-256-5100

Email: volunteer@mossmansion.com

Web: www.mossmansion.com



Volunteer Opportunities at the Moss Mansion

914 Division Street
Billings, MT 59101



Moss Mansion

Volunteer Program 2019

Volunteer Opportunities at the Moss Mansion

Come make history with us!

Volunteers have a huge impact on the success of Billings' historic house museum. Each year thousands of guests from around the world tour our fabulous museum and learn about a very influential Montana family. This history is important to our local community, it's been tucked away for decades, and we have the opportunity to bring it out and let it shine!

Use the skills you've developed throughout your lifetime to help us break open the archives and explore documents and artifacts to develop rich content for schools, interesting scripts for museum tours, and an outstanding venue for unique events. Work independently, or bring a friend or teen and work together!

Be active while volunteering in a variety of capacities. When you share your knowledge of the Moss Mansion and local history you are facilitating great memories for those you help us welcome to the museum.

“There are still so many things to discover at the Moss Mansion...”

Volunteer Program Description

Docents lead one-hour guided tours through each room on three floors. Docents should be able to easily manage three flights of stairs and should be very comfortable giving presentations and answering questions. Docents are needed for scheduled daily tours year round and special group tours.

Site Historians welcome guests to the first and second floors for self-guided tours of the museum and are required to use several flights of stairs. Site Historians are expected to greet guests, direct them through the museum, and provide descriptions of the rooms and background of the family in a less structured environment than docents. You will be expected to monitor all guests on a particular floor during three-hour shifts.

School tour docents are trained specifically to lead groups of students on an educational tour of the museum. Educational programming is continually being developed and improved, and teachers bring approximately 1500 students to visit the Moss each year.

Visitor service volunteers greet visitors as they arrive, take admission fees, work in the gift shop, operate multiple digital devices, share the history of the artifacts displayed around the entrance while visitors wait for their tour, and assist in answering the phones. You may also be called upon to perform cleaning duties, opening and closing tasks, and to field a wide variety of questions about the museum, Billings, and the surrounding area.



Making a mark in history at the Moss Mansion!

Research and curation volunteers are needed to work with curatorial and education staff to delve into topics related to the Moss Mansion. Possible topics include former occupants of the home, objects in collections, archival material for preservation, and history of the property. Duties include filing, sorting, cleaning, data entry and various other research and information management tasks.

Maintenance, facilities and hospitality support volunteers are very important in the preservation and presentation of the mansion. You will assist staff with set up and take down for a variety of events, ticket sales, serving, and entertainment at special fundraisers, clean-up of the house and grounds, and weatherizing the home in various forms during certain seasons.

Garden volunteers help to maintain the lush gardens and grounds of the Moss Mansion, working alongside the museum's groundskeeper and other Master Gardener volunteers to ensure that the grounds are pristine in their appearance. Garden tasks are seasonal and are based on garden needs.