



SALISBURY
HOUSE  GARDENS



Volunteer Information and Application

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Salisbury House & Gardens Docent

- **Job Summary:** At the heart of the museum experience, docents lead guests on public and private tours of the historic mansion, highlighting the significant features in each room.
- **Qualifications/Requirements:** No tour guide experience is necessary, but good public speaking skills and a sincere appreciation for art and architecture are helpful.
- **Benefits/Rewards Offered:** The opportunity to learn and teach about this magnificent historic house as well as the opportunity to attend an annual recognition event.
- **Training Offered:** Docent training involves learning about the House and its collection through reading materials, shadowing current docents as they give tours, and finally giving a trial tour to the Education Director & Curator. Occasionally, meetings are also organized for guides, providing a place for all docents to bring up questions and discuss any issues they have.
- **Time Commitment:** Varies, as scheduling is *very* flexible. Docents can guide once a week or once a month, or whatever frequency fits with their schedule. We would like each docent to commit to at least one shift (daily, 9:45 a.m. – 2:30 p.m. or 1:45 p.m. – 5:15 p.m.)
- **Notes:** As ambassadors to the public, docents are expected to be presentable when giving tours. Slacks or skirts with button-down shirts or blouses are preferred.
- **Contact person:** Kate Langmoreland, Events & Volunteer Director of the Salisbury House Foundation. Phone: 274-1777 x 1004. E-mail: KateL@salisburyhouse.org.

Cottage Host

- **Job Summary:** Cottage Hosts greet every Salisbury House & Gardens visitor with a smile as they begin their museum experience. Hosts are also responsible for all sales in The Cottage including tour admission fees and gift shop sales.
- **Qualifications/Requirements:** Customer service and sales experience are preferred but not necessary.
- **Benefits/Rewards Offered:** The opportunity to meet visitors from all over the world and the opportunity to attend the annual recognition event.
- **Training Offered:** As Cottage Host you are responsible for tour admission fees and gift shop sales. Staff and volunteer mentors are available to assist with training.
- **Time Commitment:** Varies, as scheduling is *very* flexible. Cottage Hosts can assist once a week or once a month, or whatever frequency fits with their schedule. We would like you to commit to at least one shift (daily, 9:45 a.m. – 2:30 p.m. or 1:45 p.m. – 5:15 p.m.)
- **Notes:** As ambassadors to the public, Cottage Hosts are expected to be presentable when interacting with visitors. Slacks or skirts with button-down shirts or blouses are preferred.
- **Contact person:** Kate Langmoreland, Events & Volunteer Director of the Salisbury House Foundation. Phone: 274-1777 x 1004. E-mail: KateL@salisburyhouse.org.

Tea at the Castle volunteer

- Job Summary: Teatime volunteer opportunities include planning programs, hosting events, greeting guests, and serving tea to the visitors.
- Qualifications/Requirements: Volunteers should be comfortable with the public, and be able to work well with others.
- Benefits/Rewards Offered: Make some new friends and enjoy interesting programs in an American castle!
- Time Commitment: The teas are held from 2:00-4:00 p.m. and take place on Sundays. Volunteers are needed from 12:00-5:00 p.m.
- Notes: Teas at the Castle are held in the months of April, May and June ~ come serve at one or several!
- Contact person: Kate Langmoreland, Events & Volunteer Director of the Salisbury House Foundation. Phone: 274-1777 x 1004. E-mail: KateL@salisburyhouse.org.

Louis Armstrong Birthday Bash

- Job Summary: Volunteers for the Louis Armstrong Birthday Bash concert assist staff in setting up and distributing refreshments and other items for sale.
- Qualifications/Requirements: Volunteers should be friendly and be comfortable dealing with the public. There may also be some physical work involved—setting up concession tables, etc.
- Benefits/Rewards Offered: Besides seeing a great concert and meeting new people, volunteers are welcome to free concessions.
- Time Commitment: A couple of hours (5:00 p.m. to around 8:00 p.m.) one summer evening—that's it!
- Notes: Dress appropriately—it will probably be hot!
- Contact person: Kate Langmoreland, Events & Volunteer Director of the Salisbury House Foundation. Phone: 274-1777 x 1004. E-mail: KateL@salisburyhouse.org.

Shakespeare on the Lawn volunteer

- Job Summary: Volunteer opportunities include selling tickets, handing out programs, seating guests, selling refreshments, and helping with the parking of visitors. Bring a friend and enjoy the play, one or every night!
- Qualifications/Requirements: Volunteers should be friendly and be comfortable dealing with the public and with money.
- Benefits/Rewards Offered: In addition to free admission to the play the evening you volunteer, you'll also receive one free ticket to give to a friend/spouse or to use yourself at another performance (\$20 value).
- Time Commitment: A few hours (from 6-11 pm) is all it takes!
- Notes: Dress for the weather—it will probably be hot!
- Contact person: Kate Langmoreland, Events & Volunteer Director of the Salisbury House Foundation. Phone: 274-1777 x 1004. E-mail: KateL@salisburyhouse.org.

Concours d'Elegance volunteer

- Job Summary: During the car show, volunteers are needed both indoors and outdoors. Indoor volunteers are stationed in rooms and give a short, scripted explanation of the room to visitors as they take self-guided tours of the house. Outdoor volunteers duties include gate admission and visitor tracking, selling of refreshments, helping with off-site parking, assisting with our Youth Judging portion of the show and assisting car owners with their needs.
- Qualifications/Requirements: The volunteer must be able to follow directions; they will be without supervision in most of the positions available.
- Benefits/Rewards Offered: Volunteers receive free admission to this family-friendly event.
- Time Commitment: Sign up for one or both 2-3 hour shifts—we appreciate all the help we can get!
- Notes: As no parking is available at Salisbury House & Gardens during the car show, volunteers will be advised as to where to park. Shuttles are available for volunteers and all visitors.
- Contact person: Kate Langmoreland, Events & Volunteer Director of the Salisbury House Foundation. Phone: 274-1777 x 1004. E-mail: KateL@salisburyhouse.org.

History Series volunteer

- Job Summary: Checking reservations, selling admission tickets and items for sale, greeting guests, serving refreshments, and selling books are the opportunities available for History Series volunteers.
- Qualifications/Requirements: All volunteers should be comfortable with the public.
- Benefits/Rewards Offered: Give a bit of your time at this cultural program at Salisbury House & Gardens and hear a wonderful program for free!
- Time Commitment: We ask volunteers to be here from 6:00-9:30 pm the evening of the event. The History Series takes place three times a year, from September to May. Volunteer for one or more!
- Notes: The schedule is generally as follows: Volunteers arrive around 6:00 p.m., doors open and wine is served at 6:45 p.m. and lectures take place at 7:30 p.m.
- Dress Code: Slacks or skirts with button-down shirts or blouses are preferred.
- Contact person: Kate Langmoreland, Events & Volunteer Director of the Salisbury House Foundation. Phone: 274-1777 x 1004. E-mail: KateL@salisburyhouse.org.

Chamber Music volunteer

- Job Summary: Volunteers during the Chamber Music series will check reservations, sell tickets, greet guests, and serve refreshments.
- Qualifications/Requirements: Volunteers should have the ability to work well with the public.
- Benefits/Rewards Offered: Meet some new people and hear a fabulous concert while donating a bit of your time!
- Time Commitment: Volunteers should arrive at 6:30 p.m. and stay until 10p.m. The Chamber Music concerts take place from October to May, approximately 7 times a year. Volunteer for one or more!
- Notes: There isn't a strict dress code for Chamber Music volunteers—just come looking nice, and be ready for a great program! The doors will open at 7:30p.m., and wine will be available. The concert begins at 8pm and lasts about an hour, and is followed by a reception.
- Dress Code: Slacks or skirts with button-down shirts or blouses are preferred.
- Contact person: Kate Langmoreland, Events & Volunteer Director of the Salisbury House Foundation. Phone: 274-1777 x 1004. E-mail: KateL@salisburyhouse.org.

Halloween Program volunteer

- Job Summary: New in 2010 is the Halloween Program. We are currently looking for volunteers to join our Halloween Program Committee.
- Qualifications/Requirements: No special qualifications necessary; volunteers should simply be friendly and comfortable with the public.
- Time Commitment: Monthly committee meetings last 2-3 hours.
- Contact person: Kate Langmoreland, Events & Volunteer Director of the Salisbury House Foundation. Phone: 274-1777 x 1004. E-mail: KateL@salisburyhouse.org.

Christmas Program volunteer

- Job Summary: Christmas Program volunteer opportunities include assisting staff in setting up and taking down holiday decorations in the mansion, helping serve refreshments to guests, assisting with on-site parking, and assisting with self-guided tours within the House (with the help of a cheat sheet) by describing the features of the room to visitors.
- Qualifications/Requirements: No special qualifications necessary; volunteers should simply be friendly and comfortable with the public. Valid driver's license required for on-site parking assistants.
- Time Commitment: 3-4 hours shifts are available.
- Notes: New in 2010, the Christmas Program lasts the entire month of December. Salisbury House & Gardens is decorated in Christmas splendor both inside the house and outside in the gardens. Guests are able to tour our magnificent mansion the entire month. Christmas Program begins the first Friday and Saturday in December with our annual "Holly and Ivy Tour" with Terrace Hill and other historic mansions.
- Dress Code: Slacks or skirts with button-down shirts or blouses are preferred.
- Contact person: Kate Langmoreland, Events & Volunteer Director of the Salisbury House Foundation. Phone: 274-1777 x 1004. E-mail: KateL@salisburyhouse.org.



SALISBURY
HOUSE  GARDENS

Volunteer Application

Name: _____

Address: _____

City, State, Zip: _____

Telephone number: Home: _____

Work: _____

Cell: _____

Employer if applicable: _____

E-mail: _____ Birthday: _____

Are you in good health? _____

Days you are available to/prefer to give tours: _____

Related experiences or special skills: _____

Areas of interest (Please check all that apply):

Salisbury House Foundation:

Tour Guide (March-Dec; on-call Jan and Feb)

Cottage Host

Collections

Maintenance & Housekeeping

Gardens & Grounds

Education

Weddings (weekends, May-Oct)

Fundraising

Rentals (private events; dinner, lunches, retreats)

Marketing

Office Administration (Assistance in Filing, Accounting, Computers, Phones)

Public Programs:

Tea at the Castle (Apr-June, Sundays)

Chamber Music (Sept-May, Friday evenings)

Shakespeare on the Lawn (end of July, evenings)

Concours d'Elegance (Sept, Sunday all day)

Louis Armstrong Birthday Bash (August)

Halloween Program (end of October)

___ History Series (Sept-May, Friday evenings)

___ Christmas Program (December)

Fundraisers:

___ Gatsby Gala (early Sept)

___ Mardi Gras (February)

Days you are available to/prefer to volunteer: _____

Past volunteer experience: _____

Please list two character references (non-relatives):

1. _____
Name Telephone number

2. _____
Name Telephone number

Emergency Contact:

1. _____
Name Telephone number

When you have completed this form, please send it back to Kate Langmoreland, Events & Volunteer Director of the Salisbury House Foundation.

Mail: 4025 Tonawanda Drive
Des Moines, IA 50312

Fax: (515) 274-0184
Phone: (515) 274-1777 x 1004
E-mail: KateL@salisburyhouse.org

Once we have received your application, Kate Langmoreland will be in contact with you to set up an interview and viewing of Salisbury House & Gardens.