

Process for New Volunteers

- 1. Fill out a volunteer application and submit to the Volunteer Coordinator for acceptance.
- 2. The Volunteer Coordinator will call or email you to set up a Basic Orientation. You may reach the Volunteer Coordinator, Angela West at 316-350-3317.
- 3. If you are interested in "Behind the Scenes" volunteering, sign up for non-costumed volunteer opportunities.
- 4. In street clothes, spend time in each interpretive site to familiarize yourself before making the decision of which areas you are interested in or which auxiliary group appeals to you.
 - If you choose to pick one of the groups (Dixie Lee, Entre Nous, or Baseball) they have their own orientation process.
 - If you choose to be an "unaffiliated" volunteer you will work alongside a museum staff or volunteer to learn the area of interest.
- 5. For costumed interpretation, <u>schedule</u> an appointment to meet with the Volunteer Coordinator to get your basic outfit. Clothing is loaned on a day-to-day basis until 50 hours is achieved. You <u>must</u> contact the Volunteer Coordinator 24 hours ahead of your scheduled volunteer time so that garments may be set aside.
- 6. Once outfitted, notify the Volunteer Coordinator of the times you wish to volunteer.
- 7. Become familiar with the history of Wichita, Kansas, and nationwide from 1865-1880 by reading suggested materials listed in the Basic Orientation handbook (<u>if you are in costume, the visitors perceive you as a person who knows all the history and the answer to all their questions!</u>)
- 8. Read suggested material specific to the site or group you will be interpreting.
- 9. Work with Museum-staff or volunteers. Over time you will acquire the knowledge and skills to interpret on your own.
- 10. After you have volunteered for four (4) times, the Volunteer Coordinator will contact you to gauge your interest level (sometimes doing it is not as fun as watching someone else doing it!) If you wish to continue, the Volunteer Coordinator will submit a required background check to the city of Wichita to enable your prolonged volunteering.
- 11. Prior to handling, displaying, carrying, or possessing firearms/weapons on the grounds of Old Cowtown Museum, all individuals must have completed a designated firearms/weapons safety-training course that covers OCM rules and guidelines relevant to their usage.
 - a. No one under 21 may discharge a firearm.
 - **b.** Persons over the age of 16, with the expressed approval of OCM staff, may take a required training course to carry non-firing replica weapons.
 - c. Volunteers must have at least three months of active service and no less than 50 hours of active on grounds volunteer activity at Old Cowtown Museum to be eligible for firearms/weapons training.
- 12. Work towards outfitting yourself (we have a limited amount of clothing in our wardrobe closet to borrow)
 - **a.** Construction: Old Cowtown has many period patterns and wardrobe reference guides if you are interested in constructing your own wardrobe. All fabric must be pre-approved prior to purchase.
 - b. Ready-Made Purchases: There are a number of catalogs and websites offering period clothing. Please check with Volunteer/Education/Interpretive staff *before* buying items to avoid costly purchases that are inappropriate for our time period. Remember: You purchase at your own risk. If the items are not period correct, you may be told that they cannot be worn or used on grounds while volunteering for the museum. We want you to be satisfied with your volunteer experience and want to avoid any problems you might encounter if your costume isn't quite historically accurate. Period clothing approval forms are available to submit your pattern and material for any garment you plan to make or have someone else make.

ON-GROUNDS COSTUMED VOLUNTEERS

Interpreters - Interpreters provide visitors with an educational and entertaining living history experience through verbal third person interpretation as well as demonstration of traditional crafts and domestic activities. They also answer visitor questions. Training sessions are required. All costuming *must* be period appropriate and approved by the museum's Volunteer / Educational and Interpretive staff.

Areas of Interpretation:
Trades blacksmithing carpentry printing
Domestic - Story and a Half, Wulf, and Farm house. Includes
demonstration of traditional crafts and chores such as cooking,
baking, sewing, needlework.
Other occupational areas:
hunter/trader farmer cowboy
law enforcement
Other sites
Historic House Guides - Munger and Murdock Houses. Provide visitors with information house tours.
Tour Greeters - Volunteers, preferably in costume, greet and
orient tour groups from all over the world to the Museum.
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Musicians - Volunteers present music of the 1870's as vocalists
and/or on instruments appropriate to the time period, such as guitar,
banjo, piano, harmonica, pump organ, dulcimer, autoharp, and
violin/fiddle.
Cowboys - Men, women and children needed to celebrate our
cowboy heritage by interpreting and performing 1st and 3rd person
scenarios to entertain and educate visitors. Other Cowboys' activities
include interpretation, chuck-wagon cooking, roping, leatherwork,
knot-tying, branding, saloon gambling, riding, horse and tack
interpretation and providing atmosphere to Cowtown!
Entre' Nous Club Victorian Dancers - Volunteers present 1870's
social dancing such as polkas and waltzes. Members must attend semi-
monthly rehearsals. Formal, Victorian attire is necessary for
participation in Entre` Nous. *There will be added expense required
of the volunteer for these clothing items.
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Dixie Lee Saloon Girls - Performers include dancers, soloists, and
specialty acts to present an 1870's variety show for visitors. Volunteers
are accepted through an audition process and must be able to attend
weekly rehearsals and weekend performances throughout the season.
All Dixie Lee Dancers are required to purchase/ supply their own
costume and accessories. *There will be added expense required of
the volunteer for these clothing items.
Cowtown Vintage Base Ball Club - Men, women and children
portray 1870's base ball players, umpires, owners, bat boys, families
and fans (cranks). Games will be played per the rules of this era with

practices, games and meetings throughout the season. Opportunities

are available for exhibition, travel, demonstration, and historical interpretation.

___ Education Volunteers -Volunteers assist and lead educational programming for adults and children. Previous experience with children helpful. Regularly-scheduled volunteers needed weekdays.

BEHIND THE SCENES VOLUNTEERING

Cowtown Social Club - Members host educational lectures, serve as Museum greeters, and participate in fund-raising activities and events. The club regularly meets the last Monday of the month in the morning.
Seamstresses - Volunteers sew and repair clothing of the 1870's for the Museum wardrobe closet. This may include women's dresses, undergarments, bonnets and aprons; men's shirts, and children's clothing. Patterns, fabric and all notions are provided. Sample of work should be submitted.
Gardeners - Volunteers help plant and keep the Museum's various gardens and fields looking beautiful. Includes interpretive gardens and non-interpretive. Some work may be in conjunction with interpretive staff.
Curatorial Volunteers - Volunteers may assist the Museum's Curatorial staff by recording, maintaining and researching the Museum's collections. This can include artifact and/or exhibit cleaning. Training provided.
Clerical Volunteers - Volunteers are needed to assist with receptionist/telephone duties, typing, filing, running copies, collating and fastening booklets. Experience with computers, including Word, Excel, and Access software, is helpful.
data entry Phones
Maintenance Volunteers - Assist with repairing boardwalks and fences, painting, grounds keeping and carpentry projects as well as cleaning public access areas. Experience in some areas may be required, as well as some age restrictions on specific jobs. Groups are welcome to volunteer for one-time, larger projects.
Special Event Support - Volunteers assist with youth games and activities, crafts, and concession sales during one or more of the Museum's special events. Volunteers needed to assist children with interactive educational stations such as crafts, puzzles, games, and book reading. Activities include hands-on, multi-generational experiences for guests. Regularly-scheduled volunteers needed weekdays and weekends.
Greeters - Volunteers greet guests as they come on grounds, direct them to admissions, and explain membership benefits during one or more of the Museum's special events.