



The Mini Time Machine
museum of miniatures

Are you happier behind-the-scenes instead of up front with the public? **Behind-the-Scenes Volunteer** opportunities are also available at The Mini Time Machine Museum of Miniatures. Energetic and enthusiastic people who enjoy performing and accomplishing a variety of tasks are desired for these positions. A willingness to share your special skill set will broaden your opportunities as a volunteer behind-the-scenes at The Mini Time Machine Museum of Miniatures.

Office assistant volunteers are comfortable with or willing to learn how to use office equipment including the computer and copier. Familiarity with Microsoft Office suite is a plus. Office assistants can utilize their special skills for specific projects such as documentation, editing, and compiling data lists. Office assistances don't mind simple repetitive tasks such as stuffing envelopes, labeling merchandise and sorting donations. Office assistants may prepare craft materials (cut, sort, trace) for hands-on miniature craft programs.

Facility assistant volunteers are willing to help where needed (stocking/re-stocking shelves, set out chairs, etc .) Facility assistants can bend, reach and lift up to 30 lbs. Like to tinker? Handy with a screwdriver? This position is for you!

Training:

- Museum professionals provide training for specific needs

Responsibilities: • Commit to 4 hours of service per week over a period of 6 months

Benefits:

- 10% discount on museum shop purchases, classes and workshops
- 4 free passes bi-annually after 20 hours of service
- Annual recognition luncheon • Volunteers who contribute 100 or more hours annually are invited to a Spring Tea with the Founders

The Mini Time Machine Museum of Miniatures is located in central Tucson on the north side of Camp Lowell Dr. just west of Swan Rd.

Museum hours are: Tuesday– Saturday, 9:00 – 4:00; Sunday, noon -4:00, Closed Monday and Holidays.

The Mini Time Machine Museum of Miniatures is handicap accessible.

For information, please contact the Education Department:

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