

Job Description for F. Scott & Zelda Fitzgerald Museum Volunteer

The volunteer MUST be at least 21 years of age or older.

In addition, the volunteer must be able to:

1. Communicate well with the public.
2. Have a working knowledge of the life and times of F. Scott & Zelda Fitzgerald, AND have a working knowledge of the writings of Scott & Zelda. I will be glad to provide materials on the history of the Fitzgerald's' time here at this house, but as they will come from our library they cannot be removed from the museum.
3. Open and close the museum using accepted and approved methods. We do have many valuable artifacts housed within the museum. The following are the accepted and approved methods for volunteering at the F. Scott & Zelda Fitzgerald Museum:
Ensure that all visitors sign the visitor log. This is important as it is used for End – of – month visitor counts.
4. Ask all visitors for a DONATION. We DO NOT require an entrance fee. ALL Donations are to be put into the wooden box. Also, any money for souvenir Items go into this box. DO NOT let the visitor hand you any money, instead Please ask them to put it in the wooden box.
5. Let the visitor(s) know that we have a video presentation of about 20 minutes in length, and ask if they are interested in watching. The video is about Twenty years old and has interviews with friends & relatives of Zelda.
6. Please do not let anyone into the back rooms, unless they have to use the Restroom. **The restroom is a public area**, but not my office or the Library/archival area.
7. If there are any problems or questions, you can contact me here at the museum After 6:00 p.m., Mon. – Thur, or all day Fri. – Sun., at: 264 – 4222. **Please call me to let me know how things went that day.** Shifts normally run in four hour Increments, i.e., 10am – 2pm or 1pm – 5pm.

Note:

I always need someone on the third weekend of each month, except in July, August, November, and December. In November, I would need someone to help cover me during the time that Frontier Days (Ft. Toulouse) runs.

There will be days where not many people will come. My advice is to bring something with you, like a book (or you can read one of ours.....). Feel free to bring your lunch with you – we have a refrigerator where you can store it. If there is an emergency and you cannot get in touch with me, then call either Leslie McPhillips at 263-4916 or Julian McPhillips at his law office at 262 – 1911.

Michael S. McCreedy
Executive Director
F. Scott & Zelda Fitzgerald Museum