



**SALISBURY**  
HOUSE  GARDENS



# **Volunteer Information and Application**

## **Interpreter (Guide)**

- **Job Summary:** At the heart of the museum experience, interpreters lead guests on public and private tours of the historic mansion, highlighting the significant features in each room. Interpreters are encouraged to inform visitors about the ways they can help preserve Salisbury House & Gardens through volunteering, donations and membership.
- **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 interact with guests from all over the world.
- **Training Offered:** Interpreter training involves learning about the House and its collection through reading materials, shadowing current interpreters as they give tours, co-leading a tour, and finally giving a trial tour to the Education Director & Curator. Occasionally, meetings are also organized for guides, providing a place for all interpreters to bring up questions and discuss any issues they have.
- **Time Commitment:** Varies, as scheduling is *very* flexible. Interpreters can guide once a week or once a month, or whatever fits within their schedule. We would like each interpreter to commit to an entire shift when working (Tues-Sun hours, 9:45 a.m. – 2:30 p.m. or 1:45 p.m. – 5:15 p.m.) Interpreters are also needed for private tours including school groups, weddings, and corporate events.
- **Notes:** As ambassadors to the public, interpreters are expected to be presentable when giving tours. Slacks or skirts with button-down shirts or blouses are preferred.

## **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. Membership sales are integral to ensuring the preservation & expansion of Salisbury House & Garden's facilities and programs. As the first and last point of contact for visitors, Cottage Hosts are encouraged to promote the benefits of membership to visitors. Training will be provided as needed.
- **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 gain sales experience.
- **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, once a month, or whatever frequency fits with their schedule. We would like you to commit to an entire shift when volunteering. Shifts run Tues - Sun, 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.

## **Tea at the Castle Volunteer or Committee Member**

- **Job Summary:** Tea at the Castle is planned by a committee of volunteers under the direction of the Program Director. Volunteers have the opportunity to serve on the committee or just assist on event day. Event day volunteers will be responsible for 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 an interesting program in an American castle!
- **Time Commitment:** The teas are held from 2:00-4:00 p.m. and take place on Sundays. Event day volunteers are needed from 12:00-5:00 p.m. Committee volunteers are expected at the teas and planning meetings held approximately once per month Sept - May.
- **Notes:** Teas at the Castle are held in the months of April, May and June - come serve at one or several!
- **Contact person:** Natalie Nowels, Events & Volunteer Director of the Salisbury House Foundation. Phone: 274-1777 x 1004. E-mail: [nnowels@salisburyhouse.org](mailto:nnowels@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. - 8:00 p.m.) one summer evening—that's it!
- **Notes:** Dress appropriately—it will probably be hot!
- **Contact person:** Natalie Nowels, Events & Volunteer Director of the Salisbury House Foundation. Phone: 274-1777 x 1004. E-mail: [nnowels@salisburyhouse.org](mailto:nnowels@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:** Natalie Nowels, Events & Volunteer Director of the Salisbury House Foundation. Phone: 274-1777 x 1004. E-mail: [nnowels@salisburyhouse.org](mailto:nnowels@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 volunteer 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:** Natalie Nowels, Events & Volunteer Director of the Salisbury House Foundation. Phone: 274-1777 x 1004. E-mail: [nnowels@salisburyhouse.org](mailto:nnowels@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:** Natalie Nowels, Events & Volunteer Director of the Salisbury House Foundation. Phone: 274-1777 x 1004. E-mail: [nnowels@salisburyhouse.org](mailto:nnowels@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:** Natalie Nowels, Events & Volunteer Director of the Salisbury House Foundation. Phone: 274-1777 x 1004. E-mail: [nnowels@salisburyhouse.org](mailto:nnowels@salisburyhouse.org)

## **Mysteries of the Castle Volunteer or Committee Member**

- **Job Summary:** This family oriented Halloween event is planned by a committee of volunteers under the direction of the Program Director. Volunteers have the opportunity to serve on the committee or just assist on event day. Event day volunteers are needed to direct guests to their next clue location, sell tickets and concessions, and assist with guest parking. Committee volunteers will have the opportunity to help plan and run the event.
- **Qualifications/Requirements:** No special qualifications necessary; volunteers should simply be friendly and comfortable with the public.
- **Benefits/Rewards Offered:** Enjoy seeing hundreds of children in fun Halloween costumes as you help them solve the mystery of the castle.
- **Time Commitment:** The event runs one weekend in October. Event volunteers can sign up for as many 3-4 hour shifts as they like. Committee members meet approx. once a month and are expected to work a shift during the event.
- **Contact person:** Natalie Nowels, Events & Volunteer Director of the Salisbury House Foundation. Phone: 274-1777 x 1004. E-mail: [nnowels@salisburyhouse.org](mailto:nnowels@salisburyhouse.org)

## **The Home for the Holidays Volunteer or Committee Member**

- **Job Summary:** Salisbury House & Gardens is decorated from top to bottom every year by volunteers. Join the decorating committee and help transform the mansion into a winter wonderland. Day of volunteers are also needed during our holiday events including Holly and Ivy and special extended evening hours. Day of volunteers will help serve refreshments to guests, assist with on-site parking, and with the help of a cheat sheet describing the features of a specific room to visitors as they take self-guided tours.
- **Qualifications/Requirements:** No special qualifications necessary; volunteers should simply be friendly and comfortable with the public.
- **Benefits/Rewards Offered:** Spread holiday cheer to our guests and earn a free admission for yourself or a friend to attend the event on another night.
- **Time Commitment:** 3-4 hours shifts are available during events. Decorating committee members meet approximately 1-2 times per month and are expected to help with decorating and tearing down.
- **Notes:** Home for the Holidays officially begins the first weekend in December with our annual Holly & Ivy tour with Terrace Hill and other historic mansions and then continues with nights of extended evening hours during 10-12 days in December.
- **Dress Code:** Slacks or skirts with button-down shirts or blouses are preferred.
- **Contact person:** Natalie Nowels, Events & Volunteer Director of the Salisbury House Foundation. Phone: 274-1777 x 1004. E-mail: [nnowels@salisburyhouse.org](mailto:nnowels@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 volunteer: \_\_\_\_\_

Related experiences or special skills: \_\_\_\_\_

Past volunteer experience: \_\_\_\_\_

Please list two character references (non-relatives):

1. \_\_\_\_\_

Name

Telephone number

2. \_\_\_\_\_

Name

Telephone number

Emergency Contact:

1. \_\_\_\_\_

Name

Telephone number

Areas of interest (Please check all that apply):

**Salisbury House Foundation:**

- |  |   |
|--|---|
| <input type="checkbox"/> Interpreter (Guide) (March-Dec; on-call Jan and Feb)                        | <input type="checkbox"/> Cottage Host               |
| <input type="checkbox"/> Collections   | <input type="checkbox"/> Maintenance & Housekeeping |
| <input type="checkbox"/> Gardens & Grounds   | <input type="checkbox"/> Marketing                  |
| <input type="checkbox"/> Weddings (weekends, May-Oct)  | <input type="checkbox"/> Fundraising                |
| <input type="checkbox"/> Rentals (private events; dinner, lunches, retreats)                         |   |
| <input type="checkbox"/> Office Administration (Assistance in Filing, Accounting, Computers, Phones) |   |

**Public Programs Volunteers:**

- |  |   |
|--|---|
| <input type="checkbox"/> Tea at the Castle (Apr-June, Sundays)           | <input type="checkbox"/> Chamber Music (Sept-May, Friday evenings)      |
| <input type="checkbox"/> Shakespeare on the Lawn (end of July, evenings) | <input type="checkbox"/> Concours d'Elegance (Sept, Sunday all day)     |
| <input type="checkbox"/> Louis Armstrong Birthday Bash (August)          | <input type="checkbox"/> Mysteries of the Castle (end of October)       |
| <input type="checkbox"/> History Series (Sept-May, Friday evenings)      | <input type="checkbox"/> Home for the Holidays (Holly & Ivy) (December) |

**Public Programs Committees**

- |  |   |
|--|---|
| <input type="checkbox"/> Tea at the Castle       | <input type="checkbox"/> Holiday Decorating Committee |
| <input type="checkbox"/> Mysteries of the Castle |   |

**Fundraisers:**

- |   |  |
|---|--|
| <input type="checkbox"/> Gatsby Gala (early Sept) | <input type="checkbox"/> Mardi Gras (February) |
|---|--|

When you have completed this form, please send it back to Natalie Nowels, 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: [nnowels@salisburyhouse.org](mailto:nnowels@salisburyhouse.org)

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