

Volunteering Short-Term as an INDIVIDUAL:

Volunteering is fun and easy, yet there are different levels at which you can help make a **BUS-eum** showing in your community possible and, once set up, more effective:

- BASIC-LEVEL volunteers greet visitors, relay their donations, show them where the exhibit begins, outline the route to follow, then thank them for their visit and invite them to tell others about the exhibit—including up-coming showings. Volunteers decide the length and schedule of their volunteer stints, yet **BUS** staff can offer suggestions for optimal time slots when to serve.
- MEDIUM-LEVEL volunteers—in addition to the above—explain what the various books for sale in the bus are about and what they cost, and, in the case of a sale, take payments in cash, check or credit-card form, before transferring receipts of same to the exhibit manager on duty.
- HIGH-LEVEL volunteers execute all of the above-cited duties, plus answer basic questions about the topics featured in the exhibit, and perhaps assist in set-up or take-down tasks before or after a showing; depending on current needs and a volunteer's ability, replenish book stock, process institutional book sales, clean the bus (floors, panels, cases), maintain video equipment, etc.
- EXTRA-LEVEL volunteers also assist with publicity efforts (via social media, flyers, posters), speak more in-depth about the topics presented in the **BUS-eum** and—if useful and appropriate—help book and/or prepare future showings in the same community or elsewhere, plus seek funding.
- SUPER-LEVEL volunteers are invited to travel with the **BUS-eum**, over time, and serve as short or long-term interns. Meals will be provided; sleeping in the bus overnight is possible, but without bathroom. College students (or others, upon request) will receive Letters of Recommendation outlining the skill sets they have learned and/or practiced in the bus; some institutions might accept independent-study credits for longer internships: We can help complete certification. For more information, contact staff@TRACES.org

Thank you for your interest!

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Volunteering Longer-Term as an INTERN:

- for various lengths of time, between MARCH and NOVEMBER 2020

Our non-profit, educational organization **TRACES**/Spuren seeks flexible, motivated individuals who may have skills/interests in the following:

- basic or intermediate interest in history, politics, sociology and/or geography
- basic or, even better, advanced computer skills, especially web siting and social media
- want to learn how to work with historical texts, photos, artifacts, software, etc.
- want to do research for possible cooperative cultural-org partners and contact them
- create data banks and systems for storing non-profit orgs' data, as well as single-project data
- can commit a few hours per week to this project
- will accept that the duration of the internship depends on you, your motivation and interest.

In return, interns will gain in-depth, hands-on learning experience with one or a couple of these tasks:

- publishing an illustrated, non-fiction book about American social and cultural history, circa 1730 to present
- designing & up-dating an interactive website; prototype viewable at www.TRACES.org
- organizing traveling exhibits, as well as cultural events, readings, teaching materials, etc.
- conceptualizing & realizing marketing & publicity plans; writing grant applications—and more

The work is dynamic and diverse. As a small organization it is—and thus you will be able to be— creative and largely self-directed. While a strong ability to work with others is crucial, most important is your willingness to learn. Within the internship you will work closely with the project’s director, his staff, other interns/volunteers and, at times, the board of directors. Compensation will start after initial training and increase over time and skill acquisition: The quicker and better you learn new skills...

Thank you for your interest!

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