

Volunteer Orientation

Mission Statement of the Marquette County History Museum

“We believe preservation of the cultural and physical history of our area brings understanding of the past and present and provides a guide for the future. The Marquette County History Museum not only maintains exhibits, artifacts and a research library, it is a forum for engaging the community and creating links between people.”

Programs and Operations

The Marquette County History Museum and the J.M. Longyear Research Library were created in 1918. The museum maintains an extensive material collection, archives and research library which are open to the public for educational purposes.

The museum is open at 9:30 for staff and volunteers. It is open to the public from 10:00-5:00 M-F and until 9:00 on the 3rd Thursday of every month. During the summer from Memorial Day until Labor Day, the museum is open on Saturdays from 11:00-4:00.

Volunteers research genealogy, catalogue artifacts and library materials, assist with memberships and mailings, create displays and greet patrons in the Museum Store. Some become docents, assisting the Museum Educator with visiting classes. Others give lectures to local organizations, conduct and transcribe in-depth oral histories, coordinate fundraisers or help with the capital campaign, “History on the Move.”

Expectations and Code of Conduct

A written application must be presented to the Executive Director along with references. A personal interview will then take place. We will then contact the applicant.

When volunteers work with rare and valuable items, it is essential that volunteers handle things with utmost care. Many items are irreplaceable. Our organization depends on the public trust. For those volunteers working with the public, appropriate conduct and attire are essential. Should a crisis situation arise, contact your supervisor immediately. Make sure you are familiar with the fire extinguishers and the building exits. Should a volunteer have a grievance, the volunteer should contact the Executive Director with their concerns. The museum may discontinue the services of a volunteer should the situation require.

Operational Guidance

If a volunteer cannot make their scheduled assignment, call the museum as far in advance of your scheduled time as possible. Speak with your immediate supervisor.

The museum is closed on the following holidays: New Year’s Day, Presidents’ Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving and the following day, Christmas and the following week before New Year’s Day. The museum is also closed for snow days during the winter when the Marquette Public Schools are closed.

In Conclusion

Our organization recognizes and values the contributions of our volunteers. Your involvement is essential in accomplishing our mission. You are our ambassadors in the community. We welcome your ideas and thank you for your time and talents.