



## Holiday Hosting at Pittock Mansion

Thank you for volunteering at Pittock Mansion! Volunteers are an essential part of our organization. Below are details of holiday hosting.

### *Mansion Host Job Description:*

- Hosts sit in or circulate through the Mansion, greeting guests and answering questions about Pittock Mansion for the visitors (using the *Guide's Guide* as a reference). Because of the large crowds during the holidays, we do not offer guided tours once decorations are displayed, usually the week before Thanksgiving.
- We also appreciate hosts keeping an eye on visitor behavior. If visitors are going into roped-off areas or handling the artifacts, a gentle reminder is usually all that is needed. If visitors become difficult, please find a staff member.
- Hosts also assist visitors with the original Otis elevator for guests with impaired mobility.

### *Gate Lodge Host Job Description:*

- Hosts greet guests in the Gate Lodge living room, and answer questions about Gate Lodge history. They also lock and unlock the Gate Lodge and turn on or off the lights at the beginning and end of their shifts.
- Please note that the Gate Lodge is not wheelchair accessible.

### *Host Hours and Training:*

- All volunteer shifts are 4 hours and we ask hosts to arrive between 11am and noon (with some flexibility). During the holidays, Pittock Mansion is open daily 11:00am – 4:00pm.
- This year, our holiday exhibit opens on Monday, November 21<sup>st</sup> and lasts through December 31<sup>st</sup>. The Mansion is closed on Thanksgiving, Christmas Day, and New Year's Day.
- A 2-hour training session, completed application, and background check form are required for all volunteers prior to their first shift.