

China On Tour:

Visiting Masters of Ancient Innovation

at **Exploris** from April 3 through August 1, 2004

Volunteer Application Form

_____		_____	
name		e-mail address	
_____		_____	
city	state	zip	
_____		_____	
home phone	work phone	cell phone	
_____		_____	
birth date	occupation		

I would like more information about the following opportunities:

- _____ China On Tour
- _____ I speak Mandarin
- _____ I speak Cantonese
- _____ I want to work in the exhibit
- _____ I would like to give tours
- _____ I would like to work on the inside (administrative assistance)
- _____ I would like to assist with the database

other languages spoken: _____

- time available: during installation, from February – March
 during the run of the exhibit – April-August

Exploris

201 East Hargett Street
Raleigh, NC 27601

Margaret Nuyten

Volunteer Coordinator

Volunteer Hotline 919.857.1014
E-mail mnuyten@exploris.org
Front Desk 919.834.4040
Fax 919.834.3516



January 14, 2004

To: China On Tour Translator Applicants

From: Margaret Nuyten

Subj: Organizational meeting, Job Description, Job Application

Greetings to all of you,

Each of you has shown interest in being a Volunteer Translator for Exploris during the installation and/or the four-month run of the traveling exhibit from The Science and Technology Museum of Beijing, China On Tour: Visiting Masters of Ancient Innovation.

I have scheduled a meeting for Sunday, January 25, at Exploris at 2 p.m. to share more about the Exhibit, answer your questions and begin to schedule those of you who would like to translate for us.

The attached job description is to explain in detail the working conditions during the installation. It will be hectic and varied. I will schedule two volunteers per 4-hour shift: 9:30–1:00 p.m. and 12:30-4:30 p.m. This will permit a smooth transition, if the first shift is in the middle of something major when it is nearly time for them to leave.

We now know that we also have the need for a list of those who could be called in to work on Saturday or Sunday. We are also starting a database of those who could receive and send faxes, to be translated, as the information begins to arrive.

This is the most important exhibit we have hosted since our opening four years ago. We are greatly honored to bring this to Raleigh and the Triangle. Your volunteer efforts are a key to its success.

Please fill in your application and return it to me: volunteer@exploris.org prior to the meeting. Also confirm that you will be coming to the meeting.

Thank you! I look forward to meeting you on Sunday, January 25.

Margaret Nuyten
Volunteer Coordinator

Notes on Requirements for Volunteer Chinese Translators

During Installation and the run of China On Tour

January 8, 2004

Preparation for Installation of China On Tour Exhibit:

A. Arrival of Crates from Ohio

1. The five truckloads of crates for China On Tour are scheduled to arrive at Exploris on Monday, February 2nd.
2. DDI, Design Dimensions, is under contract for 18 days, Mon-Fri, 9-5, to move the crates and unpack the artifacts.
3. Exploris Staff will taken inventory, note the condition of each artifact, and tag each artifact before it is moved from the unloading area. This is CRITICAL before each artifact is moved.

B. Arrival of Cases

1. The cases are due to arrive in a timely manner. They will be placed and then artifacts will be placed in the cases. There could be a **lag in time**, if the cases do not arrive in a timely manner.

C. Training for Volunteer Translators

Introduction to Exploris
Volunteer Coordinator will provide this training opportunity, to introduce the Volunteers to Exploris, its mission, and the scope of work during the Installation process.

D. Volunteer Requirements

1. This opportunity requires a calm disposition in a stressful environment and problem-solving skills. Translating experience is helpful. The crates are labeled in Mandarin, as are the packing lists.
2. The Volunteer Translators will be working in a team environment as part of the Exploris team. There are many unknown variables. Patience and a sense of adventure and flexibility are required. It will be an experience of a lifetime!
3. In addition, technical knowledge in textiles, mechanics, calligraphy, painting, crate inventory, negotiation are all highly desired.

E. Shift requirements

There will be 2-four hour shifts each day, Monday through Friday, starting February 2. There will be two Volunteers from 9:00-1:00. The second shift will overlap, arriving at 12:30-4:30, to ensure a smooth transition.

Translators will be on their feet and required in different areas of the museum. Each should wear comfortable clothing with sturdy, comfortable shoes.

F. Loom installation

Two Artisan weavers will arrive on March 22nd to install the two-story loom. They will have a translator with them; Exploris would like to have a translator to represent the museum's interest.

MN
1/8/04