



## Volunteer Application

Today's date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

Home phone \_\_\_\_\_ Cell phone \_\_\_\_\_

Insurance carrier \_\_\_\_\_

Emergency: contact \_\_\_\_\_ phone number \_\_\_\_\_

Birthday \_\_\_/\_\_\_/\_\_\_ age group:  16-20  21-55  55+  under 16, accompanied by parent/guardian

References: (Please list two references who have known you for at least a year and to whom you are not related)

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Other places you have volunteered:

Company Name \_\_\_\_\_ City, State \_\_\_\_\_

Company Name \_\_\_\_\_ City, State \_\_\_\_\_

### WHY ARE YOU VOLUNTEERING?

- Own Interests
- Community Service:
  - Larimer County Justice Department
  - High School Credit Community Service
  - University Level Service Learning
  - Other (indicate your program): \_\_\_\_\_

I chose to volunteer at MoA because \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### PLEASE INDICATE ANY EXPERIENCE/SKILLS IN THE FOLLOWING AREAS:

- Art history: \_\_\_\_\_
- Gallery work: \_\_\_\_\_
- Art education: \_\_\_\_\_
- Studio art: media \_\_\_\_\_
- Carpentry/handy work: \_\_\_\_\_
- Microsoft Office  Word  Excel  Powerpoint
- Computer/hardware  Mac  PC  Network \_\_\_\_\_
- Grant writing/development: \_\_\_\_\_
- Event fundraising: \_\_\_\_\_
- Bookkeeping: \_\_\_\_\_

**EDUCATION / EMPLOYMENT:**

Education level, area of study, and name of high school or university: \_\_\_\_\_

Have graduated, year: \_\_\_\_\_

Will graduate, year: \_\_\_\_\_

Current Employer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

May we contact your current employer?  yes  no

Anything else you want to tell us about yourself? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

When can you volunteer? *(please check all that apply)*

Monday

Morning

Tuesday

Afternoons

Wednesday

Evenings

Thursday

Friday

Saturday

Sunday

Areas of volunteer interest: *(see descriptions below)*

Art Education

Installations

Special Events

Front Desk Visitor Services

**VOLUNTEER OPPORTUNITY DESCRIPTIONS**

**Art Education**

Times: Varies depending on need, weekdays and weekends available.

Responsibilities include: helping with school tours, during workshops, and in our ART.EDU.OSITY Creative Space by facilitating scheduled art activities with children and families. No education experience is required, just an interest in working with children and art!

**Installations**

Times: Five times a year between exhibitions, Monday-Friday 9:00am-5:00pm.

Responsibilities include: All aspects of gallery preparation i.e. packing work, patching and painting walls, moving walls, and hanging work. This is an active, hands-on opportunity!

**Special Events (Receptions, Lectures, First Friday Gallery Walk)**

Times: Varies, but are usually on Thursday and Friday evenings.

Responsibilities Include: Greeting visitors, answering questions about the museum, serving food and beverages, helping set up and/or cleaning up. These usually have a fun and social atmosphere and are a great way to meet local artists and the art community.

**Front Desk Visitor Services**

Times: Wednesday-Friday 10:00am-5:00pm, Saturday & Sunday 12:00-5:00pm.

Responsibilities include: Greeting visitors, being a liaison between the community and the museum, informing guests about current exhibitions, using the cash register to sell admission and memberships, and clerical assistance as needed. Being professional and friendly is a must!

**Internships**

Applications for internships are accepted for art history, arts administration, museum studies, and education majors. Depending on your area of interest, you will be involved in multiple museum related events and related gallery experience. All internships are unpaid. Please contact [vferguson@moafc.org](mailto:vferguson@moafc.org) to inquire about internship opportunities.