



NATIONAL MUSEUM *of* WOMEN *in the* ARTS

Volunteer Application

PERSONAL INFORMATION

Name _____
Last First MI Preferred Name

Address _____
Street City State Zip

Work Phone (____) ____ - ____ Home Phone (____) ____ - ____

Cell Phone (____) ____ - ____

E-mail Address _____

Occupation _____ Employer _____

Birthday Month _____ Day _____ Year _____
(Required) (Optional)

EMERGENCY CONTACT INFORMATION

In an emergency notify _____ Relationship _____
(Name)

Address (if different than above) _____

Telephone (____) ____ - ____ Is this number: Office Home Cell ?

VOLUNTEER POSITION AND SCHEDULE

Please indicate the volunteer position(s) for which you are applying:

____ Docent (greet visitors, staff the information desk, and conduct guided tours of the permanent collection and special exhibitions)

____ Public Programs/Family Programs Volunteer (assist with evening and weekend education and public programs)

____ Department Volunteer (perform administrative tasks in various museum offices and in the museum shop) Please select the departments that are of interest to you:

- | | |
|---|--|
| <input type="checkbox"/> Administration | <input type="checkbox"/> Library |
| <input type="checkbox"/> Communications & Marketing | <input type="checkbox"/> Member Services |
| <input type="checkbox"/> Curatorial | <input type="checkbox"/> Museum Shop |
| <input type="checkbox"/> Development | <input type="checkbox"/> National Programs |
| <input type="checkbox"/> Education | <input type="checkbox"/> Publications |

Please check the days and times when you are available to work:

Sunday a.m. p.m. Wednesday a.m. p.m. Saturday a.m. p.m.
Monday a.m. p.m. Thursday a.m. p.m. Sunday a.m. p.m.
Tuesday a.m. p.m. Friday a.m. p.m.

I am available to help with evening and weekend programs or events: yes no

I am able to make a two-year volunteer commitment to the museum: yes no

How did you learn about the Volunteer Program? _____

Why do you wish to volunteer at the National Museum of Women in the Arts?

EMPLOYMENT AND VOLUNTEER HISTORY

List your three most recent work or volunteer experiences and give brief descriptions of your duties. (If you prefer, you may attach your most recent resume.)

1. _____

2. _____

3. _____

Special Training: List any special course work, training, or experience which may be applicable to the volunteer position for which you are applying (for example: art history, teaching, public speaking, computer skills, writing, editing, retail sales, fundraising, etc.)

EDUCATION & SKILLS

Highest Level of Education Attained:

- Professional School or Doctoral Level Degree Graduate Level Degree
 4-yr College Degree Some College 2-yr College or Technical School
 Other Postsecondary High School Diploma or GED

Are you fluent in any languages other than English (including ASL)? Please specify the language(s) and level(s) of fluency below:

Languages:

Fluency:

Conversational Native
 Conversational Native
 Conversational Native

MEMBERSHIPS, AFFILIATIONS & CLUBS

REFERENCES

Please provide two personal or professional references.

1) _____
Name Address

Home Phone Work Phone Relationship
2) _____
Name Address

Home Phone Work Phone Relationship

I certify that the information stated on this application is true and correct to best of my knowledge and belief and is made in good faith. Any false statements made by me may be used as a rejection of this application.

Signature _____ **Date** _____

Thank you for taking the time to fill out this application. Once the application has been received, you will be contacted by the Manager of Volunteer and Visitor Services and may be invited to schedule an interview and discussion about available positions. Please note that all volunteer positions require a defined commitment of your time. We look forward to hearing from you and appreciate the generous offer of your time and skills.

**Mail or fax this application to: Manager of Volunteer and Visitor Services
National Museum of Women in the Arts
1250 New York Avenue, N.W. 20005-3970**

Fax: 202-393-3234

Phone: 202-783-7996