

Volunteer Application Frost Art Museum 2010-2011

Contact Information

Name:	
Phone:	
Email (Active):	

Training

Volunteers must attend special training from senior staff members from the department they are working in, in addition to basic museum training. Interns are volunteers working for college credit (Specify if you are applying for an internship) **Please see attached list of job categories and departments**

Specify which hours you prefer for facilitating tours once training is completed

(Five hour minimum per week):

9:30am - 1:00pm	Weekday ____	Weekend ____
12:30pm - 5:00pm	Weekday ____	Weekend ____
5:00pm - 9:00pm	Weekday ____	Weekend ____

Languages

____ Spanish ____ Creole ____ French ____ Portuguese ____ Italian ____ German ____ Other

Speak _____ Write _____

Circle in which department you would like to volunteer in:

Visitor Services / Education / Docent / Gallery Monitor / Special Events/ Collections / Curatorial / Communications/ Membership/ Administrative

Please List Three References

Name	Address	Email	Phone

Attach or email resume mmachado@fiu.edu

Special Skills or Qualifications

Indicate what special skills or qualifications you have acquired from previous employment, volunteer work or other activities, including hobbies.

How did you hear about the Volunteer Program?

What do you hope to gain by becoming a Volunteer?

Agreement and Signature

By submitting this application, in addition to FIU Volunteer Form A and B, and a background check form, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a Volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal. I understand that this is an unpaid position. I understand that a background check may be performed.

Name and Date (Printed):

Signature:

Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability. Florida International University policies and procedures will be followed and adhered to, in addition to Museum guidelines, policies and procedures.

Thank you for completing this application and your interest in volunteering with us.

The Patricia and Phillip Frost Art Museum Volunteer Information Session Fall 2010

Visitor Services- Volunteers help the front desk greet visitors and provide assistance during events and weekends. A special training is required and the volunteer must commit to a minimum of three months and five hours per week.

Education- Volunteer works with elementary and middle school children in developing Art Smart Sculpture and Figures Program along with several other important educational events and student exhibitions such as Creative Visions, Family Day, Student Day, FIU Master of Arts exhibit, FIU Bachelor's of Arts Exhibit, and Faculty Exhibition. Volunteers learn many important teaching skills providing a memorable learning experience. Minimum of five hours per week or as dictated by assigned project.

Docents- Docents are volunteers that undergo intensive training in learning about the Permanent Collection, Sculpture Park and temporary exhibitions. Docents attend lectures weekly provided by curators, faculty, and artists and are required to participate in all educational events/lectures. Once training is completed a 2 year commitment is required plus facilitating 20 tours per year.

Gallery Monitor- Volunteers will monitor the galleries from Tuesday through Sunday. Special training is required for this position. Shifts vary and a minimum of two persons per shift is necessary.

Special Events- Volunteers can sign up for one or as many events as they would like. This volunteer would assist in attending a booth at an art fair, assisting in fundraisers, and many evening and weekend events.

Collections- Special training is required to work in this area. Internships are available throughout the year. Volunteers are placed in programs based on their schedules, interests and abilities, and according to current openings at The Frost Art Museum. The types and quantity of volunteers vary throughout the year.

Communications- Volunteers assist with media, public relations, and developing publications. Strong writing and computer skills are necessary.

Membership- Recruitment at most events and organizing and planning special events. Volunteers assist with the preparation and set up of museum events at FIU and off campus.

Administrative- Volunteers assist with mass mailings and other office duties.

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Volunteers play an important role at The Frost and provide support in nearly every area of the museum's activities. They are highly valued as part of the Frost team and assist in furthering the mission and vision of the museum.