



# S H E M E R

a r t c e n t e r

## SHEMER ART CENTER & MUSEUM VOLUNTEER APPLICATION

Date: \_\_\_\_\_

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Ste/Apt #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Birthday: \_\_\_\_\_

### AVAILABILITY: How often would you like to volunteer?

Weekly       Monthly       Occasionally

Availability:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning (10-noon)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Afternoon (noon-3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evening (4-7 or 6-9)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Is there a period during the year in which you **cannot** volunteer? \_\_\_\_\_

### PLEASE CHECK ALL AREAS OF VOLUNTEER WORK THAT INTEREST YOU:

- Children's Class Assistants:** Children's Class Assistants will aid instructors with preparation and implementation of youth classes, such as our summer "artSpace" camp. Help supervise and assist students with their projects. Report to instructor and museum staff, shifts scheduled for duration of one class session (5 hours/day).
- Special Event Volunteers:** Special Event Volunteers may perform a variety of tasks including checking-in guests at admissions, handing out programs, acting as Artist Ambassadors, and helping guests find their way at events like Sunday@Shemer.
- Gift Shop Attendants:** Gift Shop Attendants welcome visitors, assist with art selection, and keep accurate records of gift shop inventory. They assist Shemer staff in shop maintenance and other tasks as needed.
- Communications & Public Relation Volunteers:** These volunteers work with Shemer staff in creating and distributing PR materials, updating social media platforms (Facebook, Instagram, Twitter), and other administrative tasks with a focus on publicity.
- Development / Fundraising Event Coordinators:** Coordinators will work with staff, marketing specialist, and board members on monthly networking events and other fundraising endeavors. They will develop new and imaginative fundraising activities to support the Center; help plan fundraisers and benefits including our annual Sunday Shemer Arts Festival, Pet Day, and annual Festival of Trees.

- Docents:** Docents lead tours of all Shemer exhibitions for schools, as well as public and private audiences. They provide visitors with questions and context for current exhibitions.
- Facilities & Grounds Volunteers:** Facilities and Grounds Volunteers assist with installation of various outdoor exhibits including the Sculpture Garden. Some volunteers will also help maintain the outdoor flora.
- Administrative Volunteers:** Administrative Volunteers assist in clerical duties, including data entry, filing, preparing mailings, answering phones, preparing for classes and meetings, creating and updating documents. These volunteers may also act as a Visitor Service Volunteer or perform other tasks as needed.
- Exhibition Volunteers:** Exhibition Volunteers assist in the installation and de-installation of work in rotating galleries, this includes preparatory tasks (painting, hanging), collections management and registration tasks (documenting), as well as curatorial tasks (assisting with the placement and interpretation of works).
- Library Volunteers:** Library Volunteers help assure ready access to information about the art and artists represented in the center's collection by filing materials, shelving books, magazines, clipping newspaper articles, and working on special projects. Will also assist in loaning materials to Shemer Art Center instructors, students, and board members who may borrow or return items from the collection.

*Become a Volunteer Educator and help inspire our future artists and art lovers!*

**How did you hear about volunteer opportunities at the Shemer?** \_\_\_\_\_

**Why do you want to volunteer at the Shemer?** \_\_\_\_\_

**What is your experience with the arts or museums?** \_\_\_\_\_

**Please tell us about yourself - relevant work or professional experience, hobbies and interests:** \_\_\_\_\_

**PLEASE INDICATE THE SKILLS AND EXPERIENCE YOU HAVE TO ASSIST THE SHERMER:**

- Design (graphic design, painting, sculpting, fine crafts, teaching, layout, photography, film, other)
- Entertainment (singer, musician, actor, writer, performance art, living history, other)
- Event Planning and Management (finding vendors, planning, logistics, oversight of volunteers, catering, serving, other)
- Administrative (data entry, filing, Powerpoint, word processing, scheduling, reception, other)
- Volunteer Management (interviewing, scheduling, assignments, troubleshooting, administration, other)
- Fundraising (membership programs, administrative assistance, luncheons, and meeting set ups)
- Communication (speakers bureau, outreach, writing, storytelling, publishing graphic design)
- Marketing and Public Relations (press releases, media relations, community outreach, collaborations, advertising, writing, editing, blogging, social media)
- Customer Service (greeting, hosting, touring, problem-solving, directing)
- Retail (product purchasing, sales, merchandising, displays)
- Teaching (docent, teaching classes, working with schools, training others)
- Computers (programming, repair, database, web design and maintenance)

**LEVEL OF EDUCATION:**

- Presently in High School
  - High School Graduate
  - Some College/Associates Degree: Major \_\_\_\_\_
  - Bachelor's Degree: Major \_\_\_\_\_
  - Master's Degree: Area of Study \_\_\_\_\_
  - PhD: Area of Study \_\_\_\_\_
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**LANGUAGES YOU SPEAK:**

- English       French       Spanish       Italian       Other \_\_\_\_\_
  - Japanese       Chinese       German       Native American (e.g., Navajo) \_\_\_\_\_
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**ARE YOU:** (check all that apply)

- Employed Full Time       Employed Part Time       Between Jobs
- Retired       Student       Homemaker

Present Occupation (if employed) \_\_\_\_\_

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**PERSONAL OR PROFESSIONAL REFERENCE:**

Please name someone who is not related to you or living with you.

Name \_\_\_\_\_ Email \_\_\_\_\_

Phone Number \_\_\_\_\_

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**CONTACT PERSON IN CASE OF EMERGENCY:**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

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**DISCLOSURE, CONSENT AND RELEASE INFORMATION:**

Please read the following, complete and acknowledge by signing at the bottom of the page.

I, \_\_\_\_\_ have read and will comply with the following agreement made with the Shemer Art Center and Museum ("Shemer" or "Shemer Art Center")

(1) Have you ever been convicted of a crime other than a traffic violation? Yes \_\_\_\_\_ No \_\_\_\_\_

(Please exclude convictions that have sealed, expunged, or legally eradicated and misdemeanor convictions for which probation was successfully completed or otherwise discharged and the case was judicially dismissed. (A conviction is not an automatic bar to volunteer service. Each case will be considered on its own merits.) If yes, please explain.

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(2) I certify that the information I have provided is true to the best of my knowledge and any misrepresentations may be cause for refusal of placement in a volunteer position. I give the Shemer authorization to investigate all matters contained in this application. I understand that it is my responsibility to keep the Sheer advised of any changes to my contact or emergency information.

(3) I agree to follow all guidelines and procedures established by the Shemer.

(4) I further understand that I am a volunteer and therefore not entitled to any benefits which are provided to employees of the Shemer and that I will be fulfilling volunteer responsibilities without receiving salary or hourly wage.

(5) By signing this Agreement, I realize that as a volunteer in Shemer events and activities I accept that there are potential inherent dangers and hazards involved in any participation in such events and activities. By my signature below, I accept those dangers and hazards hold the Shemer harmless in the event that I am injured during my volunteer activities. I hereby release them from any liability related to such an event.

(6) I further consent to the unrestricted use or reproduction by the Shemer and/or any person authorized by them of any and all photographs, recordings, interviews, videotapes, motion pictures, or similar visual or auditory recording of me created in connection with volunteering at the Shemer, without compensation to me.

(7) I hereby certify that I am 18 years of age or older. If I am under the age of 18, I understand that my parent or guardian must agree and sign also.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature (*if under 18*) \_\_\_\_\_ Date \_\_\_\_\_

## THANK YOU!

**Please return completed application to:**

**Shemer Art Center & Museum**

Attention: Averi Gutierrez, *Program Manager*

5005 East Camelback Road

Phoenix, Arizona 85018

Call (602) 262-4727 or email [averi@shemerartcenter.org](mailto:averi@shemerartcenter.org) to learn more about our volunteer opportunities.



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