

There are volunteer opportunities for every interest and skill

Volunteer Application

Gallery Host

- Provide assistance, information and direction to gallery visitors
- Support security personnel in monitoring the galleries

Special Events Host

- Gallery Host duties
- Provide refreshment service
- Set up and/or clean up

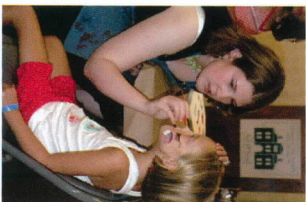


Administrative Assistant

- (Public Relations, Membership, Marketing, Group Tours, Education and Development)
- File, photocopy and collate Michener Art Museum-related information
 - Respond to telephone calls and written inquiries
 - Stuff, label and sort envelopes for Michener Art Museum mailings

Children's Programs Assistant

- Assist with children's art classes and family days
- Supervise school groups having lunch at the Michener Art Museum



Children's Gallery

Exhibition Assistant

- Assist in the installation and deinstallation of the Children's Gallery
- Mat, frame, hang and label children's artwork
- Paint pedestals and walls
- Assist with Exhibition Opening Receptions

Docent

- Conduct tours for children or adults
- Instruct in special activities

Junior Volunteer

- Assist with children's programs during the school year or summer
- Perform clerical work in the administrative office, assist with maintenance duties



Front Desk Personnel

- Welcome and greet Museum visitors
- Answer telephone
- Take program registration information
- Assist with shop sales and stock

Library Assistant

- Research publications for information on artists and update files
- Clip newspaper and magazine articles about the Museum
- Process library materials
- Assist researchers when librarian is unavailable



Facilities Maintenance Assistant

- Arrange tables and chairs for programs
- Receive and distribute shipments of brochures and office supplies
- Perform maintenance tasks

Gardening

- Maintain the Pfundt Sculpture Garden planters
- Perform gardening tasks

Name: _____

Address: _____

City: _____

State: _____ Zip: _____

Telephone: Daytime (____) _____

Evening (____) _____

Cell (____) _____

Email: _____

Birthday (month & day): _____

Areas of interest: _____

Skills: _____

Please check available/desired days and times:

_____ Sunday	_____ am	_____ pm
_____ Monday	_____ am	_____ pm
_____ Tuesday	_____ am	_____ pm
_____ Wednesday	_____ am	_____ pm
_____ Thursday	_____ am	_____ pm
_____ Friday	_____ am	_____ pm
_____ Saturday	_____ am	_____ pm

Please return this completed application and 2 business/personal references to:

Volunteer Department

James A. Michener Art Museum

138 South Pine Street

Doylestown, PA 18901

