

**Asheville Art Museum  
Volunteer Application**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Please circle the area(s) in which you are interested in volunteering: There are short descriptions of each area on the back of this sheet.

ADMINISTRATIVE/CLERICAL

EDUCATION

CURATORIAL

LIBRARY

SPECIAL EVENTS

VISITOR SERVICES/SHOP

When are you available to volunteer? Please circle all that apply.

WEEKDAY MORNINGS

WEEKDAY AFTERNOONS

WEEKDAY EVENINGS

WEEKEND DAYS

WEEKEND EVENINGS

ANY TIME

Special Skills:

RETAIL EXPERIENCE

OFFICE EXPERIENCE

COMPUTER SKILLS

FOREIGN LANGUAGES

Please tell us a little about yourself and your interest in volunteering at the Museum.

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Thank you! We will be getting in touch with you shortly.

#### ADMINISTRATIVE/CLERICAL

Volunteers are always needed on an irregular, on call basis to help with filing, mailings and many other clerical tasks. If you have office experience or are interested in learning basic office procedures, and are available during regular business hours (9:00 a.m. to 5:00 p.m., Monday through Friday), this area is a huge help to the Museum staff! Visitor Services/Museum Shop volunteers also help out with administrative and clerical tasks.

#### CURATORIAL/LIBRARY

Curatorial/Library volunteers help out with such ongoing resources as the slide library as well as assist the Curators with some research and administrative help. Computer savvy volunteers are especially encouraged to apply, as the Museum converts its extensive slide library to digital files. Library volunteers catalog and shelve all books and resources used by the library under the able guidance of Carolyn Robinson, the Museum's volunteer Librarian. Library volunteers meet Thursday mornings from 10:00 a.m. to 1:00 p.m. and other times as needed.

#### EDUCATION

Leading group tours as a docent is a rewarding and wonderful way to share your love of art with school children and adults. The Museum's Docent program accepts new recruits twice a year: in the fall and in the spring. New docents undergo a rigorous training process, learning not only art history but the most up-to-date techniques for giving tours and working with children and adults. Docent training is an ongoing process as exhibitions change. It's a wonderful opportunity to keep learning and to share knowledge with others. In addition, the Education division often needs volunteers to help them with administrative and other tasks.

#### SPECIAL EVENTS

Special events keep the Museum hopping, from gala evenings to summer afternoons manning the Museum booth at downtown festivals. The volunteers who help us keep our busy schedule going are an eclectic group who'd rather not be tied down to a set schedule. It's great fun to be behind the scenes at Museum parties and we always have a range of dates and activities available. Duties include everything from bartending to coat check to signing in the guests and recruiting more volunteers. Plus, volunteers at special events always get in for free!

#### VISITOR SERVICES/SHOP

The Museum Shop and Information Desk is seeking volunteers who love to interact with the public. Sitting at the Information Desk is a great way to meet and greet both locals and visitors to our region: you'll be amazed at what a hub of activity the Museum is and enthused by a chance to help customers browse the great selections of the Museum Shop. Friendly, enthusiastic, outgoing people are encouraged to apply! Visitor Services/Museum Shop volunteers are responsible for answering all incoming calls to the Museum, operating the cash register and helping customers in the Shop. Computer and cash register experience is helpful.