MFA
Museum of Fine Arts
WASHINGTON COUNTY

Washington County Museum of Fine Arts
401 Museum Drive
Hagerstown, MD 21740
(301) 739-5727 | www.wcmfa.org

Volunteer Application Form

Thank you for your interest in volunteering at the Washington County Museum of Fine Arts. Volunteers are vital to the operation of our museum. Volunteer selection is based on the applicant's availability and commitment, and the needs of the museum.

All information on this application is strictly confidential and will be used only as necessary in administering the volunteer program. Application content is treated with the same care as other Human Resource records.

CONTACT INFORMATION

Name: _____
First Name *Last Name* *Middle initial*

Address: _____ _____ _____ _____
City *State* *Zip*

Telephone (home): _____ Telephone (work): _____ Telephone (cell): _____

Email: _____

Brief description of education, relevant background or interest in volunteering at the museum:

_____

_____

_____

_____

_____

Current employer: _____ Title: _____

☐ Full time ☐ Part time

Emergency Contact Information: _____
Name *Contact Number* *Relationship*

DEMOGRAPHIC INFORMATION

The information below is used only to help us get a better idea of the demographic make-up of our volunteers and is required for many funding opportunities.

Date of Birth: _____ Gender: _____ Ethnicity _____

VOLUNTEER AREAS OF INTEREST (*please check all that apply*)

☐ Greeter/Museum Ambassador (greet visitors and provide exhibition information)

☐ Museum Shop Assistant (sales and stocking of items)

☐ Event Hospitality Assistant (activities related to special museum events)

☐ Behind-the-Scenes (preparation of educational supplies, office assistance, etc.; collections assistance)

Please note that the **MUSEUM DOCENT PROGRAM** is a separate program from volunteering. If you are interested in receiving docent training to conduct tours of our temporary special exhibitions, as well as the museum's permanent galleries. The docent program involves training in basic art history, special exhibition content and tour techniques. Please indicate if you would like to be considered for our docent program.

☐ Yes, Please consider me for your docent program ☐ No, I prefer to volunteer.

All volunteer positions involve training relevant to the respective responsibilities of the job.

SKILLS AND EXPERTISE:

Please indicate with a check mark any special skills or experience you have from the list below:

- ☐ Administrative
- ☐ Accounting
- ☐ Marketing and Advertising
- ☐ Public Relations
- ☐ Fundraising
- ☐ Grant Applications
- ☐ Editing/Proofreading
- ☐ Bulk Mailings
- ☐ Phone surveys
- ☐ Retail Sales
- ☐ Office Work/Filing/Data Entry
- ☐ Library/ Info Management
- ☐ Teaching

COMMUNICATION SKILLS

- ☐ Graphic Design
- ☐ Audio Visual
- ☐ Video Editing
- ☐ Photography
- ☐ Public Speaking

COMPUTER SKILLS

- ☐ Computer Programs (Word, Excel, Photoshop etc.)
- ☐ Website Design
- ☐ Website Maintenance

ART BACKGROUND

- ☐ Art History Education/Knowledge
- ☐ Studio Art Experiences
- ☐ Fine Art Handling & Installation
- ☐ Object Mount Making

LANGUAGES *(other than English)* _____

SCHEDULING & AVAILABILITY

Indicate day(s) and time(s) you are available to volunteer:

☐ Tuesdays	☐ Wednesdays	☐ Thursdays	☐ Fridays	☐ Saturdays	☐ Sundays
_____	_____	_____	_____	_____	_____
(b/w 10am and 5pm)	*(b/w 10am and 5pm)*	*(b/w 10am and 5pm)*	*(b/w 10am and 5pm)*	*(b/w 10am and 5pm)*	*(b/w 10am and 5pm)*

Start Date (When can you begin?): _____

Level of Commitment: _____

(Please indicate how many hours per month you are willing to volunteer.)

WCMFA VOLUNTEER AGREEMENT:

All volunteers must accept the terms of agreement as part of participation in our program. Also, in accordance with Washington County Museum of Fine Arts Human Resource policies, all volunteers must read and agree with the museum Code of Ethics, which will be provided as part of the Volunteer Manual prior to undertaking any volunteer assignments.

I realize that acceptance as a volunteer is based on the combination of my interests, my availability, and the needs of the museum. I further understand that before working in the museum or with the public, I am required to pass a background screening. I realize that specific opportunities may not be available at a given time, but that my application will be held on file for future openings, and I may be invited to participate in trainings and events with other volunteers.

_____	_____	_____
Printed Name	*Signature*	*Date*