

PERSONAL INFORMATION

Name: _____ Ms. _____ Mrs. _____ Mr. _____
Last First Middle Initial (Preferred Salutation)

Address: _____
Street Address City State Zip

Phone: () _____ () _____ e-mail _____
Day (for initial contact) Evening

What made you decide to volunteer at Phoenix Art Museum?

- Friend or Coworker Advertisement in _____
 Phoenix Art Museum Publication Other _____
(Please describe)

EDUCATION

(Circle last year completed.)

High School 1 2 3 4 School: _____ Major: _____

College 1 2 3 4 School: _____ Major: _____

Graduate School 1 2 3 4 School: _____ Major: _____

EMPLOYMENT & TRAINING

Current Employer: _____

Position: _____

Special Training: _____

Volunteer Experience: _____

Hobbies: _____

AVAILABILITY

Do you prefer to volunteer: weekly twice monthly special projects on call only

AVAILABLE	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Mornings							
Afternoons							
Evenings							

Available days/times for an interview if different: _____

Emergency Contact: _____
Name Relationship Day Phone Evening Phone

Work Reference: _____
Name Relationship Day Phone Evening Phone

Do you know any Phoenix Art Museum volunteers? _____

⇒ PLEASE COMPLETE NEXT PAGE AS WELL AND MAIL TO:

**Volunteer Coordinator, Phoenix Art Museum, 1625 N. Central Avenue, Phoenix, AZ 85004-1685
or fax to (602) 253-8662. Questions? Call (602) 257-2173.**

VOLUNTEER INTERESTS

Carefully review job descriptions and check those areas that match your skills, interests and schedule.

- | | |
|---|---|
| <input type="checkbox"/> Education Programs
<input type="checkbox"/> Seasonal Projects
<input type="checkbox"/> Department Staffing
<input type="checkbox"/> Events, Evenings/Weekends | <input type="checkbox"/> Events, Weekdays
<input type="checkbox"/> Art Research Library
<input type="checkbox"/> Special Exhibitions
<input type="checkbox"/> Visitor Services |
|---|---|

VOLUNTEER SKILLS

Please check skills that you would like to share.

<b style="text-align: center;">ARTS <input type="checkbox"/> Art History <input type="checkbox"/> SW Artists <input type="checkbox"/> Research <input type="checkbox"/> Art Handling <input type="checkbox"/> Cataloging <input type="checkbox"/> Graphic Arts <input type="checkbox"/> Visual Arts <input type="checkbox"/> Performing Arts <input type="checkbox"/> Asian Art <input type="checkbox"/> African Art <input type="checkbox"/> European Art <input type="checkbox"/> Latin American Art <input type="checkbox"/> Modern Art	<b style="text-align: center;">BUSINESS/MANAGEMENT <input type="checkbox"/> Event/Project Coordination <input type="checkbox"/> Chairing Meetings <input type="checkbox"/> Organization work for others <input type="checkbox"/> Leadership Role w/ Volunteers <input type="checkbox"/> Resource Development <input type="checkbox"/> Contracts/Negotiations <input type="checkbox"/> Group Process Work <input type="checkbox"/> Marketing/Advertising/PR	<b style="text-align: center;">OFFICE <input type="checkbox"/> Word Processing <input type="checkbox"/> Bulk Mailing <input type="checkbox"/> Phoenix/Reception <input type="checkbox"/> Survey Tabulation <input type="checkbox"/> Filing <input type="checkbox"/> Recorded Minutes <input type="checkbox"/> Scheduling <input type="checkbox"/> Photocopying <input type="checkbox"/> Typing WPM: _____	<b style="text-align: center;">FINANCIAL <input type="checkbox"/> Accounting <input type="checkbox"/> Preparing a Budget <input type="checkbox"/> Bookkeeping <input type="checkbox"/> Fundraising <input type="checkbox"/> Grant Writing <input type="checkbox"/> Investing
<b style="text-align: center;">HUMAN RESOURCES <input type="checkbox"/> Recruiting <input type="checkbox"/> Interviewing <input type="checkbox"/> Placement <input type="checkbox"/> Training <input type="checkbox"/> Career Planning <input type="checkbox"/> Counseling <input type="checkbox"/> Advocacy	<b style="text-align: center;">PUBLICATIONS <input type="checkbox"/> Editing/Proofreading <input type="checkbox"/> Writing (Newsletters/Brochures) <input type="checkbox"/> Press Releases <input type="checkbox"/> General Writing <input type="checkbox"/> Graphic Design/Production	<b style="text-align: center;">EDUCATION <input type="checkbox"/> Public Speaking <input type="checkbox"/> Workshops/Small Groups <input type="checkbox"/> Teaching Adults <input type="checkbox"/> Teaching Children <input type="checkbox"/> Hearing/Visually Impaired <input type="checkbox"/> Docent/Guide <input type="checkbox"/> Other _____ _____ _____	<b style="text-align: center;">TECHNICAL <input type="checkbox"/> Computer Programmer <input type="checkbox"/> Computer Experience <input type="checkbox"/> Web Site Experience <input type="checkbox"/> Software: <input type="checkbox"/> Video/Film Equipment <input type="checkbox"/> Photography <input type="checkbox"/> Film Production <input type="checkbox"/> Slide Projectionist
<b style="text-align: center;">SALES <input type="checkbox"/> Cashier <input type="checkbox"/> Salesperson <input type="checkbox"/> Ticket Salesperson	<b style="text-align: center;">CUSTOMER SERVICE <input type="checkbox"/> Host/Greeter <input type="checkbox"/> Public Interaction <input type="checkbox"/> Events and Local Attractions <input type="checkbox"/> Information	<b style="text-align: center;">FOREIGN LANGUAGE Language: _____ <input type="checkbox"/> Speak <input type="checkbox"/> Read <input type="checkbox"/> Write	<b style="text-align: center;">OTHER <input type="checkbox"/> Floral Arranging <input type="checkbox"/> Catering/Food Service

COMMENTS/ADDITIONAL INFORMATION: _____

PREFERRED POSITIONS/SHIFTS FOR TICKETED EXHIBITIONS: _____

SIGNATURE

DATE

For Office Use Only

Date Received: _____

By: _____