

Volunteer Application

All information is held in confidence and will only be used by Joslyn Art Museum staff to match this applicant with a volunteer responsibility.

Please Print – Complete Both Sides

Personal Information:

Name: _____ Primary Phone: (_____) _____

Address: _____ Secondary Phone: (_____) _____

City/State/Zip: _____

Email Address: _____

Date of Birth: (Volunteers must be 18 years of age): _____

Emergency Contact Information:

Name: _____ Relationship: _____

Primary Phone:(_____) _____ Secondary Phone:(_____) _____

Current Status:

Employed: _____ Position: _____

Retired: _____ Position: _____

Student: _____ Major: _____

Volunteer Experience: _____

Interests and Skills: _____

Education (Attach resume if so desired):

Institution: _____ Major: _____ Dates: _____

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Other Information:

Have you ever been convicted of a misdemeanor (not traffic violations) or a felony? Yes ___ No ___

If Yes, Please explain:

How long do you plan to serve as a volunteer for Joslyn Art Museum? _____

Do you have any health issues that restrict some activities? If so, please describe:

Joslyn Art Museum Volunteer Application Continued

Volunteer Interest: (Please indicate your desired area(s) for Volunteering)

- Volunteer Ticket Taker - Special Exhibitions
As a volunteer ticket taker you will work alongside Joslyn's Visitor Services staff to welcome Museum visitors, take exhibition tickets, and assist visitors by providing direction and general information. Commitment: Two shifts per month. Volunteers are needed on Saturdays and Sundays, from 10 am-1 pm and 1-4 pm.
- Joslyn Information Assistant (JIA): Volunteers greet visitors at the Museum's entrance desk, hand out information, provide directions, answer questions and are a friendly representative of the museum to the general public (no ash handling required). Commitment: One 3-hour shift a month on a Saturday or Sunday.
- Development Office Volunteer*
Joslyn has many members that receive many forms of mailings about the current happenings at the Museum. The Membership Office Volunteers assist the Membership Department by stuffing envelopes and preparing mailings, updating email lists in excel spreadsheets, database cleanup, filing, inventory, other office tasks as needed, as well as membership event volunteer opportunities. Commitment: Two shifts per month. Volunteers are needed during the week, Monday-Friday.
- Art Works Volunteer*
Volunteers in this new interactive space welcome visitors, introduce various activities, assist with open-ended art exploration, and help maintain a comfortable and tidy environment for all to enjoy. Commitment: Two shifts per month, Tuesday-Sunday, or Thursday evening.
- Museum Shop: Volunteers assist in opening and closing the shop, assisting guests and staff with merchandise and pricing. Simple computer skills, or the willingness to learn, is required (cash handling required). Commitment: Two 3-hour shifts a month, both weekday and weekend shifts are available. Evening shifts are available on Thursdays and as Joslyn events dictate.
- EdTech Gallery*
The Scott EdTech Gallery Volunteer introduces visitors to iPads, Art Packs, and other resources; open and close the area; and help maintain a tidy space. Commitment: One 2-hour shift a month on a Saturday or Sunday.

*These volunteer positions will also require a successful completion of a background check due to the requirement of close interaction with children and or sensitive material.

Availability: (please check all that apply)

Time	Tues.	Wed.	Thur.	Fri.	Sat.	Sun.
AM						N/A
PM						

Personal References: Please provide the name and contact information of a reference who can attest to your interests and skills. Don't list relatives. Reference checks will be contacted during regular business hours. Please notify individuals that Joslyn Art Museum will be contacting them regarding your interest in becoming a volunteer.

Name: _____

Phone: _____

Relationship: _____

- I certify that all the statements made in this application are true and correct to the best of my knowledge and understand that falsification of this information could result in termination of my volunteer position.
- I am applying for a volunteer position, and **NOT** an application for, or contract of employment.
- I hereby authorize Joslyn Art Museum to contact the references above.

Signature: _____ Date: _____

We thank you for applying to volunteer at Joslyn Art Museum!



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