



**Volunteer Application**  
2017-2018

Please fill out the information below in order for us to find the best fit for your interests.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_ (Street, City, Zip)

Home#: \_\_\_\_\_ Cell#: \_\_\_\_\_

E-mail: \_\_\_\_\_ Birthdate: \_\_\_\_\_

(year optional)

\_\_\_\_\_  
Current or Former Occupation

\_\_\_\_\_  
Other Volunteer Commitments

\_\_\_\_\_  
Education Background:

There are numerous departments to volunteer with at the NM Museum of Art.

**Research:** Use the museum's archives and library, as well as other resources, to develop educational materials and guides for exhibits, public programs, and tours.

**Visitor Experience:** The Museum Visitor Experience focuses on the needs and interests of all visitors in order to create a welcoming, engaging, positive place to experience the art, architecture and environment. Volunteers greet visitors, conduct audience surveys, assist with way finding and offer general information about the Museum and Santa Fe. In addition, volunteers develop and carry out visitor surveys, data entry and analysis.

**Communications and Marketing:** Assist staff in promoting the visibility for the Museum's programs, educational opportunities and exhibitions. Volunteers who are knowledgeable about social media, calendar listings and innovative promotional marketing that doesn't require paying for advertising are desirable and hours for volunteering are flexible.

**Education and Public Programs:** The Museum engages visitors in a variety of public programs for all ages. Family Days, lectures, workshops, and special events activate the museum and we welcome volunteers who enjoy working with the public and are willing to help prepare for events including art making and light catering. We welcome volunteers who are interested in developing and writing educational materials, assisting with outreach and interpretive materials for in and outside of the museum.

Skills and Interests (circle any that apply):

- Data Entry
- Research
- Education Resources
- Customer Service & Hospitality
- Hands-on art making
- Calendar listings
- Event support
- Museum promotion (local hotels and businesses)

Please detail your work and volunteer experience, and any skills or interests that will help us in your placement as a volunteer at the NM Museum of Art

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Please detail the kind of volunteer work that would be of most interest to you:

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Why would you like to become a volunteer at the NM Museum of Art?

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Is there anything that might limit your volunteer work?

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Anything else we should know about you?

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Please indicate with a check mark the times you are available to volunteer.

	MON.	TUES.	WEDS.	THURS.	FRI.	SAT.	SUN.
Mornings							
Afternoons							
Evenings							

References: List two personal references other than family members

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_

In case of emergency, please contact:

Name

Relationship

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Home Phone

Work or Cell Phone

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Signature: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_  
(If under 18 years of age)

Please send the completed application to: [Rebecca.Aubin@state.nm.us](mailto:Rebecca.Aubin@state.nm.us)

For staff Use Only:

DEPARTMENT ASSIGNED: \_\_\_\_\_

DATE ENTERED IN COMPUTER AND SIGNED UP ON VOLGISTICS: \_\_\_\_

SUPERVISOR: \_\_\_\_\_

DATE WELCOME SENT: \_\_\_\_\_

PROJECT TIMELINE SUBMITTED: \_\_\_\_\_

DATE OF ORIENTATION AND TOUR OF MUSEUM: \_\_\_\_\_

ACCEPTANCE OF DCA POLICIES SIGNED: \_\_\_\_\_