

# JORDAN SCHNITZER MUSEUM OF ART

## Volunteer Application

Thank you for your interest in volunteering at the Jordan Schnitzer Museum of Art. We are accepting applications and will contact you for an interview when an opening becomes available in the area of your expressed interest.

### General Information

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

Mailing address: \_\_\_\_\_ Zip: \_\_\_\_\_

Day phone: *(include area code)* \_\_\_\_\_

Evening phone: *(include area code)* \_\_\_\_\_

Email: \_\_\_\_\_

Number of hours you can volunteer: Per week? \_\_\_\_\_ Per month? \_\_\_\_\_

Preference: Weekdays \_\_\_\_\_ Weekends \_\_\_\_\_

Days available: \_\_\_\_\_ AM \_\_\_\_\_ PM \_\_\_\_\_

Period(s) during the year you are unable to volunteer? \_\_\_\_\_

Length of time you are able to volunteer? \_\_\_\_\_

### Areas of Interest (Please check all that apply):

- Education:** Assist with family days, studio classes, film series, and other public program events for an array of audiences.
- Front Desk/Information Center:** Staff the Information Center in the museum's lobby, providing helpful information to the public and promoting good relations with visitors to the museum.
- Office assistance:** Provide clerical assistance in the museum's development office, curatorial office, and education office.
- Membership:** Provide clerical assistance, database entry, on-site sales, and assist with mailings in the museum's membership office.
- Marketing:** Assist with distribution of marketing materials throughout the area and conduct surveys.
- Special Events:** Assist with family programs, community festivals, exhibition openings, fundraising special events, and lecture series/symposia events.

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## Volunteer Application—2

- ❑ **Exhibition Interpreter Program:** Exhibition Interpreters offer guided tours and inquiry-based discussions about the museum's galleries and exhibitions for children and adult groups. Training classes begin each fall. **Those interested need to complete a separate application.**
- ❑ **Curatorial/Registrar:** Assist with special projects such as cataloguing, working with object records, and research. May require a need for volunteers with strong backgrounds in art history or related fields.
- ❑ **Gordon Gilkey Research Center:** Assist the collections manager with special projects relating to the print study center.

### Education and Training

Please list colleges and universities you have attended and any degrees received. If you have a fine arts or any art history background, please indicate.

### Skills/Experience

Please check below the skill/background areas that apply to you:

- ❑ Typing
- ❑ Filing
- ❑ Editing
- ❑ Proofreading
- ❑ Greeting the public
- ❑ Teaching
- ❑ Word Processing
- ❑ Art History Research
- ❑ Bibliographic work
- ❑ Inventory
- ❑ Sales
- ❑ Cash Register
- ❑ Merchandise display
- ❑ Cataloguing
- ❑ Foreign language fluency: specify:
- ❑ Sign Language
- ❑ Other

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**Employment Experience**

Please describe briefly where you have worked (professionally and as a volunteer), for how long, and what your job involved:

Are you currently volunteering elsewhere? Please list institution and nature of duties:

Why do you want to volunteer at the Jordan Schnitzer Museum of Art?

Are you a member of the Jordan Schnitzer Museum of Art?

- Yes
- No

Reference (not a family member):

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

Phone number \_\_\_\_\_

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

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How did you learn about the volunteer opportunities at the Jordan Schnitzer Museum of Art?

- Friend
- Radio (please list station):
- TV (please list station):
- Newspaper (please list newspaper):
- Other:

The Jordan Schnitzer Museum of Art at the University of Oregon operates a variety of programs for the public and many visitors are children. It also houses valuable artwork. Have you had any past experiences, or is there anything else, that would limit your ability to work in this environment?

- Yes
- No

Have you ever been convicted of a crime or misdemeanor involving minors in any way or that would affect your qualifications to work at the museum?

- Yes
- No

If so, please describe the crime, when and where it occurred and the punishment.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please mail all applications materials to:  
Volunteer Program  
Jordan Schnitzer Museum of Art  
1223 University of Oregon  
Eugene, Oregon 97403-1223  
(541) 346-3027

**Thank you for completing this Volunteer Application Form!**  
**Your application will be forwarded to the appropriate department.**