

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. If you are interested in joining our Exhibition Interpreter program, please use the EI application on the JSMA website.

Please note: Certain volunteer positions require additional application materials.

General Information

Name: _____

Mailing address: _____ Zip: _____

Home phone: _____ Cell phone: _____

Email: _____

Number of hours you can volunteer: Per week? _____ Per month? _____

Available: Weekdays Weeknights Weekends

Length of time you are able to volunteer _____

Expected date of graduation (UO/LCC Students): _____

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

Areas of Interest (Please check all that apply):

Education: Assist with family days, studio classes, film series, after school art classes, community outreach, and other public program events for an array of audiences. *If interested in the Exhibition Interpreter Program, please apply using separate application.*

Front Desk: Staff the admissions desk in the museum's lobby processing admission fees and memberships and providing helpful information to the public and promoting good relations with visitors to the museum. *If interested in this department, please attach resume.*

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 posters and flyers and general help with mailings, data entry, research, surveys, and special events.

Special Events: Assist with family programs, community festivals, exhibition openings, fundraising special events, and lecture series/symposia events.

Curatorial/Collections/Prep: Assist with special projects such as cataloguing, working with object records, general housekeeping and organizing, and research. Requires volunteers with strong backgrounds in art history or related fields.

If interested in this department, please attach resume.

Skills & Experience

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

Filing	Bibliographic work
Editing	Inventory
Proofreading	Sales
Greeting the public	Cash Register
Teaching	Cataloguing
Computer software: specify: _____	Foreign language fluency: specify: _____
Art History Research	Other: _____

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

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

Yes

No

Before working in certain museum departments, volunteers 18 and older will be subject to a background check conducted by the University of Oregon.

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Signature _____ Date _____

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