



Thank you for your interest in volunteering at the UO 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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- ❑ **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 are formed each year in the spring and 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.
- ❑ **Museum Gift Shop:** Assist shop staff with customer service, inventory of merchandise, pricing, restocking, and other special projects.
- ❑ **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

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- Merchandise display
- Cash Register
- Cataloguing
- Foreign language fluency: specify:
- Sign Language
- Other

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:

Reference (and his/her relationship to you):

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

Are you a member of the UO Museum of Art?

- Yes
- No

(Continued)

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

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

Please mail all applications materials to:

Volunteer Program
University of Oregon 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.