



## Buchanan Center for the Arts

### Volunteer Application

*All information provided will be kept confidential. Please print clearly.*

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

#### Contact Information:

Name \_\_\_\_\_  
*Title (Mr.,Mrs., Ms.)      First Name      MI      Last Name*

Address: \_\_\_\_\_  
*Number & Street      City      State      Zip*

Home Phone (\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_

Cell Phone (\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

Date of Birth (If under 18 yrs of age) \_\_\_\_\_

Occupation/Relevant Experiences:

\_\_\_\_\_  
\_\_\_\_\_

#### Program Interests: *See attached position descriptions.*

Events/Opening  Gallery/Exhibits  Performances

Office Assistance  Gift Shop Assistant  Assist w/ Taste of

the Arts

Maintenance/Cleaning  Assist with Classes

#### Availability:

Day(s) Available (check all that apply):      Mon  Tues  Wed  Thurs

Fri  Sat

Time of Day (check all that apply):       Morning       Afternoon       Evening

*Note: Volunteers are required to complete a background check if working with children's programs.*

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

Parent or Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_  
*(If under 18 yrs. of age)*

## **BE A BUCHANAN CENTER FOR THE ARTS VOLUNTEER**

Join us in our mission of bringing people and art together for enjoyment, discovery and learning. The art center relies on the dedication and commitment of our volunteers to help sustain the art center in many ways. If you want to contribute your time, energy and skills to create a place where people of every background can be touched by art, the Buchanan Center for the Arts offers a range of volunteer opportunities.

Other volunteer positions are available from time to time for well qualified applicants with special skills in language translation, collection management, technical writing. Please list relevant experiences in your application.

We will do our best to place you in one of your preferences based on your availability, interests and needs of the Buchanan Center for the Arts.

### **Volunteer Benefits**

We know your free time is special. In addition to working with an appreciative staff, here are some of the benefits we are proud to offer our volunteers:

- Gain valuable experience in the arts**
- 10% gift shop discount**
- 10% discount for facility rental**
- Performance discount (guest pass)??**
- 10% class discounts**
- Appreciation and recognition**
- Give back to your community while enjoying and supporting the arts**
- Meet new people, make new friends, and HAVE FUN!**

### **Please Note:**

**Minimum age to volunteer at the Buchanan Center for the Arts is 16 or 18 years of age depending upon job assignment.**

**Special requirements: If involved in children's activities, volunteers must pass a criminal background screening.**

**Volunteers 16 - 18 years of age are required to have parental or guardian signature on application.**

## **Volunteer Guidelines**

All volunteers will be expected to:

Make minimum commitments of time, usually one year

Be reliable in attendance and punctuality

Abide by BCA policies

Attend training required for your volunteer position

Collaborate with staff and other volunteers

Accept evaluation of your volunteer work

Must sign a confidentiality agreement

## **Application Process**

Fill out our online application. If you meet the volunteer job requirements but cannot apply on line, please contact the individual listed on the job description.

Applications are accepted at all times and will remain on file. Volunteer applicants will be contacted for an interview when a position opens that matches your ability, skills and interests.

**Buchanan Center for the Arts  
Volunteer Job Descriptions**

**Maintenance/Cleaning**

1. Clean, maintain, organize storage areas once a month.
2. Wash windows in front on the outside once a month.
3. Flower pots in front of building, maintain, plant.
4. Classroom swept and organized.
5. Maintain and clean chair and pedestal storage area.
6. Assist with cleaning of gallery, including vacuuming.
7. Clean class doors when needed, at least weekly.

**Time Commitment:** Some responsibilities weekly, others monthly

**Gallery/Exhibits**

1. Provide tours to students and visitors of all ages when called upon.
2. Serve as host in gallery, when needed.
3. Proctor groups when visiting the gallery.
4. Distribute flyers.
5. Help hang exhibitions.
6. Prepare pedestals for each new show.
7. Hang lights.
8. Assist with the dismantling of the exhibition.

**Time Commitment:** As needed

**Office Assistance**

1. Assist with mailings.
2. Assist with special projects.
3. Answer telephone and greet guests in absence of administrative staff or as needed.

**Time commitment:** As needed

**Events/Openings**

1. Assist with food preparation.
2. Assist with serving at events.
3. Host/hostessing.
4. Set-up and clean-up.
5. Check in guests and assist with seating, coats, etc.
6. Assist with emergency procedures if necessary.

**Time Commitment:** 10-12 openings per year and other events as scheduled

## Performances

1. Usher guests to seats.
2. Greet guests to event.
3. Assist at the box office.
4. Collect tickets at door.
5. Handout performance programs.
6. Assist with emergency procedures if necessary.
7. Distribute flyers of audition/upcoming show.

Time Commitment: As needed, usually 2 productions with approximately 3 - 4 performances.

## Gift Shop

1. Create/rearrange merchandise displays.
2. Clean area.
3. Assist in the promotion of the gift shop, ie word of mouth.
4. Assist customers.
5. Assist with inventory of merchandise.
6. Assist with pricing/marketing of merchandise.

Time Commitment: Monthly, or more often if needed.

## Assist with Classes

1. Help create classes, bring ideas that you hear from the community about what they would like.
2. Help identify teachers.
3. Help procure supplies.
4. Help advertise classes via word of mouth.
5. Assist in the supervision of the class.
6. Assist with set-up/clean-up of class as needed.
7. Provide/assist with refreshments.

Time Commitment: As needed depending on class size/content, etc.

## Fundraising

1. Assist with membership campaign.
2. Assist with fundraising events (ie Taste of the Arts).
3. Distribute/sale of tickets.
4. Solicit sponsors/donations.
5. Research grant and revenue streams.

## Volunteer Commitment Agreement

I agree to serve as a volunteer and commit to the following:

- To perform my volunteer duties to the best of my ability,
- To adhere to the Buchanan Center for the Arts' rules and procedures, including record keeping requirements and confidentiality of organization information,
- To meet time, duty commitment and to provide adequate notice so that alternate arrangements can be made,
- To act at all times as a member of the team responsible for accomplishing the mission of the Buchanan Center for the Arts,
- To dress appropriate for the activity. (Business casual attire is expected unless involved in maintenance or cleaning.)

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

Parent or Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

## Volunteer Release from Liability

NOTE: If you are under 18 years old, a parent or legal guardian **MUST** sign this application.

I, (print your name) \_\_\_\_\_, understand that my becoming a volunteer with the Buchanan Center for the Arts is contingent upon the truthfulness and accuracy of answers contained in the application. I fully understand that there may be risks inherent in or associated with my participation as a volunteer. I hereby **assume any and all risk** of bodily and personal injury, death and damage to personal property, whether known or unknown, foreseen or unforeseen. Furthermore, I hereby **release from liability** and agree to **indemnify, defend and hold harmless** the Buchanan Center for the Arts, its agents, servants and employees, from and against claims of any kind for known or unknown, foreseen or unforeseen bodily and personal injuries, death or damage to property which may arise, result from or be associated with my participation as a volunteer. I understand that this is an **assumption of risk** and release of liability that will legally prevent me or any other person from filing suit or making any other legal claim for bodily and personal injury, death or damage to personal property sustained by me. I, nevertheless, enter into this agreement freely and voluntarily and agree that it is binding on me, my heirs, assigns and legal representatives.

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

Parent or Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**Volunteer Emergency Contact Information**

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
*First Name MI Last Name*

Home Phone (\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_

Cell Phone (\_\_\_\_) \_\_\_\_\_

Physician's Name \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

Please list any allergies, serious ailments (ie heart disease, epilepsy, and diabetes, etc.)

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