



VOLUNTEER INTEREST FORM

Personal Information

Last Name*	First Name*	Middle Initial	Date of Birth*
Address*		City*	State*
			Zip code*
Email*	Home Phone	Work Phone	Cell Phone*

**For volunteers under 18, please include parent contact information below*

Full Name	Relation	Email Address	Phone Number
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Select one that best describes you: ☐ Adult ☐ Graduate Student ☐ Undergraduate ☐ High School

Availability

Circle your availability below.

Tuesday Wednesday Thursday Friday Saturday On Call /Special Event

Why are you interested in volunteering at Gadsden Arts? What would you like to learn or gain through your volunteer experience?

Please share any previous professional, volunteer, or life experience that may help us match you with volunteer opportunities.

PROGRAM VOLUNTEER OPPORTUNITIES

Please select the volunteer roles that interest you.

EDUCATION

- ☐ **Activities:** Support Art for Children & Youth programs by assisting children, youth, and families with art activities, preparing project materials, creating instructional aids, and helping set up educational spaces and Art @ Home Kits.
- ☐ **Outreach:** Serve as a community ambassador for Gadsden Arts by helping share information about Art for Children & Youth programs with schools, community organizations, and families throughout the region.
- ☐ **Art Guide (Docent):** Lead tours for school groups, adult visitors, and community organizations, helping connect audiences with exhibitions through interpretation, discussion, and educational experiences.
** Becoming an Art Guide includes specialized training and ongoing support from museum staff.*

EVENTS

- ☐ **Decorations:** Assist with the visual presentation of museum events through decorating, centerpiece creation, event setup, and other preparations.
- ☐ **Event Support:** Provide behind-the-scenes support during events, including photography, videography, and gallery monitoring.
- ☐ **Hospitality:** Assist with refreshments, food presentation, beverage service, and guest hospitality during museum events.
- ☐ **Guest Services:** Welcome and assist guests during events by greeting attendees, distributing materials, providing directions, and helping create a positive visitor experience.

EXHIBITIONS

- ☐ **Art Intake & Pick-Up:** Assist museum staff with the intake, documentation, and return of artwork for *Artist Guild* and *Art in Gadsden* exhibitions.

VISITORS SERVICES & MARKETING

- ☐ **Front Desk:** Serve as the first point of contact for visitors by welcoming guests, and providing information about exhibitions and memberships.
- ☐ **Marketing:** Support museum operations through mailings, membership outreach, research, editing, and other projects.

Please share your experience and interests as they relate to these selections.

VOLUNTEER LEADERSHIP OPPORTUNITIES

Space is limited; however, all committees have term limits. We will contact you regarding availability.

Please select the advisory committees that interest you:

- ☐ **Education:** Meets at minimum once per quarter (4x per year). Supports educational programming and community outreach initiatives by providing guidance, advocacy, and volunteer support for Art for Children & Youth programs and lifelong learning opportunities.
- ☐ **Exhibitions:** Meets at minimum once per quarter (4x per year). Supports the exhibitions program by reviewing exhibition proposals, evaluating Art in Gadsden submissions, and helping connect Gadsden Arts with artists, collectors, and exhibition resources.
- ☐ **Development:** Meets at minimum once per quarter (4x per year). Supports fundraising and development initiatives by helping cultivate community partnerships, connect Gadsden Arts with sponsors and donors, and assist with special projects and campaigns.
- ☐ **Finance:** Meets monthly, except June, July, and December. Provides financial oversight and strategic guidance related to museum operations, policies, budgeting, and facility management.
- ☐ **Collections:** Meets at minimum once per quarter (4x per year). Supports the stewardship and growth of the Gadsden Arts' Permanent Collection by evaluating potential acquisitions, reviewing collection policies, and providing expertise related to collections care and development.
- ☐ **Museum Shop:** Meets at minimum once per quarter (4x per year). Supports the Museum Shop by reviewing artist applications, recommending shop policies, and helping connect Gadsden Arts with artists, craftspeople, volunteers, and supporters.
- ☐ **2 Weeks with the Arts:** Meets monthly August-January, with additional meetings in February and April. Supports Gadsden Arts' annual fundraising event through sponsorship development, auction procurement, event planning, decorating, guest experience initiatives, and event coordination.

Please share your experience and interests as they relate to these selections.

For further questions, contact **Elly Howell** at **(850) 627-5024** or elly.howell@gadsdenarts.org.
Mail to: Gadsden Arts Center & Museum, 13 N. Madison Street, Quincy, FL 32351