Volunteer at the Museum

No matter what your interests, skills, or schedule, you can help the Nassau County Museum of Art in fostering a deeper understanding of art and culture through exhibition and education programs for people of all interests and backgrounds. Volunteering at the Museum is a great way to expand your knowledge of art, give back to your community, meet new people, and share your love of the Museum with others.

How can I help?

Volunteer opportunities are available in many departments, either with the public or behind the scenes. Volunteers help at our admission desk, with membership recruitment, in the Museum Store, at the Manes Family Art and Education Center and provide administrative support.

How many hours are needed?

The amount of time a volunteer will work varies with the particular role. Most positions request an average of 3-4 hours one day per week (time to be mutually agreed upon). Volunteer opportunities are available year-round, both weekdays and weekends, in a variety of areas.

Are there any prerequisites?

You don’t need to have any special education or an art background. You’ll receive training specific to your assignment. And our volunteers come from all ages.

Will I receive any perks?

You’ll receive benefits like: an invitation to the annual volunteer lunch, special volunteer walk-through of exhibitions, discounts in the Museum Store and on public programs, preferred parking, and free admission to other local cultural institutions.

Have more questions?

We’re happy to answer all of your questions to see if volunteering at the Museum is right for you. Please contact: John Ryan, General Manager, 516.484.9338, ext. 45 or jryan@nassaumuseum.org
Volunteer Application

Date: __________________________

Name ______________________________ Telephone # Home __________

Title: Mr.____ Mrs.____ Ms.____ Other_________ Mobile__________

Address________________________________________

City________________________ State______ Zip______________

Email address _______________________________________

Person to contact in case of emergency:

Name ___________________________ Home phone ______________________

Relationship ______________________ Mobile phone ____________________

Are you at least 16 years of age? (circle 1) YES NO

Have you ever been convicted of a crime more serious than a minor traffic violation?

(circle 1) YES NO

If yes, please specify the date, charge, place and action taken:

Education

□ High School       □ College Graduate
□ Attending College □ Technical/Trade School

Course of study: ____________

Are you comfortable using a computer (circle 1) YES NO

Why do you wish to volunteer at the Nassau County Museum of Art?

How did you learn about our volunteer opportunities?
When would you like to volunteer? (please circle all that apply)

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

- Mornings
- Afternoons
- Evenings

What type of volunteer projects do you prefer? (check all that apply)

- □ Long term projects (i.e. several weeks)
- □ Ongoing projects (i.e. 3-4 hours weekly/monthly)
- □ Short term projects (i.e. few hours)
- □ One time projects (i.e. special events)

What type of volunteer activity interests you? (check all that apply):

- □ Reception/Admission Desk  
  Greeting visitors; providing relevant information; selling admission tickets

- □ Membership recruitment  
  Explaining the benefits of membership and enrolling new Members; processing membership renewals

- □ Museum Store  
  Helping visitors find and choose merchandise; ringing sales into register; keeping the Store neat and replacing merchandise as needed

- □ Manes Education Center  
  Greeting visitors; providing information about Museum; information about classes, assisting with registration for classes, assisting with drop in family programs; assist instructors with set-up and clean-up

- □ Telephone Receptionist  
  Answer callers’ questions; transfer calls to appropriate staff

- □ Clerical & Administrative  
  Data entry; filing; preparing mailings; etc.

- □ Outdoors  
  Planting and gardening; maintaining trails

- □ Other  
  Please explain: ______________________________

Are there types of projects which you would prefer to not be involved?  

- YES  
- NO

If yes, please list:

Are there any special skills or experience you can bring to us? Please explain:
Do you have previous volunteer experience? (circle 1)  YES  NO

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<th>Organization Name</th>
<th>Dates of Service</th>
<th>Volunteer Duties</th>
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References:

Please list two business, school or volunteer work references (not relatives) who we may contact regarding your application.

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<th>Name</th>
<th>Title</th>
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I certify that the statements made in this volunteer application are true and correct, and have been given voluntarily, and understand that any misrepresentation is cause for dismissal. I understand that a background investigative check may be made whereby information obtained through personal interviews, a police-criminal records check, and other sources of information about me. I hereby grant permission and consent to any such verification and investigation, agree to cooperate in same, and release from all liability or responsibility all persons, organizations, companies, and corporations collecting and supplying information.

My services are donated to the Nassau County Museum of Art with no contemplation of compensation or future employment and given with charitable reasons. I understand that failure to follow NCMA policies and procedures may be grounds for dismissal.

Applicant’s signature: ____________________________  Date: __________________

Applications for volunteers are provided without regard to religion, creed, race, national origin, Age, gender or disability.

Return completed applications to John Ryan via email to jryan@nassaumuseum.org or by mail to Nassau County Museum of Art, One Museum Drive, Roslyn Harbor, NY 11576.