



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



NASSAU COUNTY MUSEUM OF ART

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)

- | | |
|---|--|
| <input type="checkbox"/> Long term projects (i.e. several weeks) | <input type="checkbox"/> Short term projects (i.e. few hours) |
| <input type="checkbox"/> Ongoing projects (i.e. 3-4 hours weekly/monthly) | <input type="checkbox"/> One time projects (i.e. special events) |

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

- | | |
|--|--|
| <input type="checkbox"/> Reception/Admission Desk | Greeting visitors; providing relevant information; selling admission tickets |
| <input type="checkbox"/> Membership recruitment | Explaining the benefits of membership and enrolling new Members; processing membership renewals |
| <input type="checkbox"/> Museum Store | Helping visitors find and choose merchandise; ringing sales into register; keeping the Store neat and replacing merchandise as needed |
| <input type="checkbox"/> 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 |
| <input type="checkbox"/> Telephone Receptionist | Answer callers' questions; transfer calls to appropriate staff |
| <input type="checkbox"/> Clerical & Administrative | Data entry; filing; preparing mailings; etc. |
| <input type="checkbox"/> Outdoors | Planting and gardening; maintaining trails |
| <input type="checkbox"/> 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

Organization Name	Dates of Service	Volunteer Duties

References:

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

Name	Title	Organization	Phone	Relationship

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.