



SPRINGFIELD MUSEUMS™

ART • HISTORY • SCIENCE • DR. SEUSS SCULPTURE GARDEN

BECOME AN INTERN OR VOLUNTEER!

APPLICATION

Thank you for your interest in volunteering at the Springfield Museums. Please fill out this application completely, including the reverse side which lists available opportunities. Mail to: **Sarah Gogal- Volunteer & Courses Coordinator at Springfield Museums, 21 Edwards Street, Springfield, MA 01103, or email: sgogal@springfieldmuseums.org** who will then forward it to the appropriate museum department.

NOTICE: If accepted, candidates will be asked to submit to a CORI (background) check.

Name: _____ Date: _____

Address: _____ City: _____ Zip: _____

Day Phone: () _____ Evening Phone: () _____

E-Mail Address: _____

In case of an emergency, please call _____ at _____

Please tell us about your work or volunteer experience:

In what areas do you have special interests or training?

What goal would you like to fulfill here at the Springfield Museums?

When are you available? _____ Mon., _____ Tues., _____ Wed., _____ Thurs., _____ Fri.,
_____ Weekends _____ Evenings

What time are you available? Mornings _____ Afternoon _____ Evenings _____

References:

Name: _____ Telephone: _____

Name: _____ Telephone: _____

***Volunteers/Interns will be accepted as needed.**

See reverse side for volunteer opportunities.

INTERN and VOLUNTEER OPPORTUNITIES

Thank you for choosing to volunteer at the Springfield Museums. As a volunteer, you will become part of a diverse, interdisciplinary museum community. Opportunities are available in the art, history and science museums, including education, special programs and administration.

Please check a position you would like to be considered for:

Volunteer _____ Internship _____

√ **Check the opportunities below that you are most interested in.**

Please note: Hours listed are the actual times when the programs are offered and can be negotiable to suit both the staff and volunteer/intern where the hours are not listed.

√	PLACEMENT	DESCRIPTION
	<u>Family Programs Assistant</u> Weekends October through April; 10am-3pm School Vacation Weeks in Dec, Feb & April, Summer and occasional weekends	Assist instructors with family hands-on art and craft-making activities and special exhibit related activities.
	<u>Art Discovery Center Program Assistant</u> Tuesday through Sunday, Noon to 4 pm	Introduce families to the interactive learning stations at the Hasbro Art Discovery Center. Prepare project materials. Monitor activities
	<u>Museum School Summer Programs for Children</u> Month of July, Monday-Friday; 9am – 5pm	Assist instructors with children’s hands-on activities, other duties as assigned.
	<u>Family Science Adventures Assistant</u> October-June: Saturdays & Sundays; July-August: Tuesday-Friday Noon to 4 pm	Assist staff by introducing families to roving interactive science activities.
	<u>School Programs</u> January-June: Tuesdays-Fridays 9am-2pm	Lead tours in art, history or science for schools; assist in greeting schools and administrative duties; help develop educational programs.
	<u>Facilities Management</u> Weekdays	Duties may include: outdoor grounds maintenance, inside building maintenance, delivering packages to appropriate buildings, other duties as assigned. Supervised.
	<u>Aquarium Assistant</u> Weekdays	Duties may include: care of live animal exhibits, assist with maintenance of aquarium equipment. Supervised.
	<u>Science Museums Collections Management</u> Week days	Assist staff in cataloguing, filing, data management and care of museum’s collections. Supervised.
	<u>History Museums Assistant</u> Weekdays	Duties may include: cataloging, filing, data management, care of museums collections, research as assigned. Inventory of archival collections, scanning, library and archives collections care. Supervised
	<u>Human Resources and Development/ Office Support</u> Weekdays, Evenings and Weekends	Assist with various HR/Payroll, Special Events and Membership functions a few hours per week. Assist with mailings, data entry, filing. Knowledge of Word & Excel helpful.

VOLUNTEER AGREEMENT

I understand that a Criminal Offender Record (CORI) check will be done on anyone who seeks volunteer opportunities with the Springfield Museums Association. Furthermore I understand and acknowledge that any assignment of volunteer work is conditional on my CORI check and the offer may be rescinded or I may be dismissed if the Springfield Museums Association determines that the result of its review of my criminal record is unsuitable.

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application and understand that, in the event I am subsequently volunteer at the Springfield Museums Association, any misstatement of fact made by me in this application or the selection process shall be cause for dismissal regardless as to when or under what circumstances discovered.

I acknowledge and understand that volunteering at the Springfield Museums Association will be conditional until I pass a reference and/or security check.

I acknowledge and understand that as a volunteer, I will be required to abide by all rules and regulations of the Springfield Museums Association.

My signature represents that I have read and fully understand the foregoing and seek volunteer opportunities under these conditions.

Signature:

Date:
