

# KNOXVILLE MUSEUM OF ART

## VOLUNTEER APPLICATION FORM

1050 World's Fair Park Dr.

Knoxville, TN 37916

www.knoxart.org

Fax: 865.546.3635

Phone: 865.444.5470

Please complete and return via mail or fax:  
ATT: Danielle Mann, Volunteer Coordinator  
Or email to: dmann@knoxart.org

Name \_\_\_\_\_ Today's date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Mr. Mrs. Ms. Miss Dr. N/A Preferred Pronoun: He / She / They Mo. Day Year

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone (home or cell?): \_\_\_\_\_

Emergency contact name and phone number: \_\_\_\_\_

Current Driver's License number: \_\_\_\_\_ State: \_\_\_\_\_

Student ID number: \_\_\_\_\_

Date of birth: (M/D/Y) \_\_\_\_/\_\_\_\_/\_\_\_\_

If under 18: Grade \_\_\_\_\_ School \_\_\_\_\_

Committed volunteers are expected to be KMA members and give 24 hours a year.

Are you a KMA member? \_\_\_\_\_ Are you able to give 24 hours a year? \_\_\_\_\_

How did you hear about volunteering at the KMA? (Friends, newspaper, website, etc.) \_\_\_\_\_

Why are you interested in volunteering at the KMA? \_\_\_\_\_

Please list skills that you have to offer: \_\_\_\_\_

Education (Major and/or degrees): \_\_\_\_\_

Other volunteer and professional experience: \_\_\_\_\_

Personal hobbies and interests: \_\_\_\_\_

Occupation: \_\_\_\_\_

Availability: (underline or circle all that apply.)

Frequency: Weekly Every other week Monthly As needed

Days: Monday / Tuesday / Wednesday / Thursday / Friday / Saturday / Sunday

Time of Day: Morning Afternoon Evening

Interviewer's notes:  Member date joined:  Community Service  FFD/SAA

Position: \_\_\_\_\_ cc: \_\_\_\_\_ Data entry: \_\_\_\_/\_\_\_\_/\_\_\_\_ Email Lists: \_\_\_\_\_

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## VOLUNTEER POSITIONS

### ADMINISTRATION

**Age requirement:** 18 years and older

**Shifts:** 2+ hours and are set on an as needed basis by the supervisor

**Projects & Special Events:** Administration volunteers assist with projects and events for a particular department. (*Development, Education, Curatorial, Events*)

**Volunteer duties:**

- Basic clerical work; including mass mailings, filing, data entry, etc.
- Advanced clerical; including writing, spreadsheets, organization, etc.
- Assists with event planning, set up, and feedback.
- Special projects

### ALIVE AFTER FIVE

**Age requirement:** Volunteers must be 21 years or older

**Shifts:** 2-3 Friday evenings a month, shifts are usually 2-4 hours as needed

**Regular Museum Program:** This popular program offers live music performances on Friday evenings between 5 and 9pm.

**Volunteer duties:**

- Assisting with setup and breakdown
- Collecting tickets and greeting visitors
- Assisting with refreshments and various event duties

### FAMILY FUN DAY

**Age requirement:** Volunteers must be 14 years or older

**Shifts:** 2 or 4 hours

**Education Special Event:** A fun day of art making, family entertainment, and artists demonstrations.

**Volunteer duties:**

- Assist with art projects and other activities
- Help with prizes, lines, and organization
- Setup and cleanup

### FRONT DESK

**Age requirement:** Volunteers must be 18 years or older

**Shifts:** Tuesday-Friday 9:45am-1pm and 1-5pm.

Saturday 9:45am-1pm, 12-3pm, and 1-5pm.

Sunday 12:45-5pm.

**Museum Operations:** Front Desk volunteers are the face of the museum, welcoming everyone who

visits the museum. They have a regular set schedule of at least two shifts a month.

**Volunteer duties:**

- Greet, inform, and orient visitors
- Record visitor data
- Answer the museum's main telephone line
- Provide local attraction information
- Gather visitor feedback
- Offer basic clerical assistance

### SUMMER ART ACADEMY

**Age requirement:** Volunteers must be 16 years or older

**Background check requirement:** Volunteers 18 years or older must complete a basic background check. Send questions to KMA Director of Education, Rosalind Martin. [rmartin@knoxart.org](mailto:rmartin@knoxart.org), (865) 525-6349

**Shifts:** Monday-Friday, option of morning or afternoon

**Education Program:** Weeklong art classes for children age 3-18 years.

**Volunteer duties:**

- Act as teacher's assistant with class activities
- Organize class supplies
- Help with breaks and snack time
- Check in students
- Setup and cleanup

### DOCENTS

**Age requirement:** 18 years or older

**Shifts:** as scheduled

Docents are the interpretive guides who conduct exhibition tours for all audiences.

Docents need not have a background in art, art history, or art education, but should be motivated to learn about different subjects to enhance their tours and personal knowledge of art. Being a docent requires time and effort as well as enthusiasm and flexibility.

### INTERNSHIPS

Internships in our curatorial, education, marketing, and development departments are competitive and available to college seniors and graduate students. Although internships are unpaid, students sometimes arrange to earn college credit.

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## STANDARD OF CONDUCT & ETHICS FOR VOLUNTEERS

The following are standard values practiced here and at peer museums:

- It is museum policy that all services and opportunities are provided to all persons without regard to race, color or national origin.
- Volunteering at KMA is a public trust and involves great responsibility.
- In all activities, Museum staff members, trustees and volunteers must act with integrity and in accordance with stringent ethical principles.
- Access to the Museum's internal activities and information is a trust.

**The Volunteers of the Knoxville Museum of Art (hereafter "Museum") make an essential contribution to fulfilling the mission of the Museum.**

**The Museum's Volunteers are considered to be all those, including members of the Board of Trustees, who voluntarily serve the Museum without compensation.**

**Museum Volunteers share with staff and members of the Board of Trustees a responsibility to support a code of ethical behavior consistent with the public trust accorded the Museum and must agree to abide by the spirit as well as the letter of the Museum's (a) Code of Ethics, (b) Collection Management Policies and (c) Standard of Conduct for Volunteers; obey all security and safety rules and emergency management and comply with all other Museum policies and procedures.**

**Museum Volunteers should accept responsibility for understanding the policies and programs adopted by the Museum's Board of Trustees and support the achievement of these policies and programs.**

**Access to the Museum's internal activities is a privilege, and the lack of material compensation for effort expended in behalf of the Museum in no way frees any Volunteer from adherence to the standards that apply to paid staff.**

**The Volunteer must work toward the betterment of the institution and not for personal gain, other than the natural satisfaction and enrichment of participating in the Museum. While the Museum may accord certain special privileges to Volunteers, they should not accept gifts, favors, loans or things of value from other parties in connection with carrying out duties for the institution.**

**Volunteers who deal with the Museum's fundraising, collections and interpretive programs work in areas that are especially sensitive. In particular, volunteers may find that they have access to confidential information and should respect that confidentiality as part of the vital support they render to the Museum.**

**Museum Volunteers should consider themselves obligated to fulfill their responsibilities in the same spirit as though they were a part of the paid staff and must give sufficient advance notice to cancel scheduled shifts.**

In addition, we require that volunteers agree to the following:

1. Provide timely advance notification to your staff supervisor or manager or Security (525-6101, ext. 252) of absences or termination. **(Front Desk volunteers in particular are essential staff in that we cannot leave that position unattended during hours the museum is open to the public.)**
2. Immediately direct all media inquiries to the Director of Communications or the Director's Office
3. Clear with the Director of Communications or Directors Office any outside solicitation materials
4. Immediately notify a Security Guard or Security Office (ext. 252) if you observe or are involved in an accident on the museum premises
5. Comply with scheduling and dress requirements of the Knoxville Museum of Art
6. Complete orientation, training courses or on-the-job training
7. Perform with a high standard of customer service, professional conduct and accountability
8. Honor and respect the confidentiality of sensitive or proprietary information and agree not to disclose privileged or confidential information to unauthorized parties
9. Treat all people with dignity and respect
10. Bring credit to the Museum by your public demeanor
11. Serve as goodwill ambassadors in the community on behalf of the Knoxville Museum of Art
12. Encourage other volunteers to embrace and practice these ethical principles and standards of conduct
13. Drinking alcoholic beverages on the job or immediately before reporting for duty is not allowed. Infraction of this rule leads to dismissal.

**I acknowledge that consistent with the public trust accorded museums, KMA Volunteers share with staff and the Board of Trustees a responsibility to support, understand, and abide by codes of ethical behavior adopted by the Knoxville Museum of Art.**

YOUR SIGNATURE \_\_\_\_\_ PRINT NAME \_\_\_\_\_ DATE: \_\_\_\_\_