



PARTICIPATE AT THE CCMA VOLUNTEER OPPORTUNITIES

If you love art and are looking for new pursuits, consider volunteering at the Cape Cod Museum of Art. Represent the museum on the front lines as a docent, hostess, in the museum shop or as a front desk volunteer. Work behind the scenes giving office support or recruiting memberships. Help generate fun and funds by working on special fund-raising events. You'll expand your horizons and make an important difference in the life of this institution. We need your skills and enthusiasm and will be very grateful for your support!

Name: _____

Mailing address: _____

Telephone: _____

Email address: _____

Please check the box or boxes corresponding to the volunteer efforts that interest you:

Program planning and implementation:

- Music and More concerts
- Free Fun Friday

Hosting opportunities (keeping attendance counts, serving wine, set up/clean up, promoting membership, decorating):

- Exhibition openings
- Special programs/lectures
- Special Events

Front desk (requires a brief training program):

- Front Desk Volunteer-Meet and Greet visitors/Admissions

Docents and Museum Educators (requires a training program):

- In-house tours of the museum

- Ambassador presentations in the community
- School Tours- in-house and at schools
- Art and Conversation- Alzheimer's program

Membership:

- Recruiting new members in all Cape towns
- Researching potential new members
- Hosting membership tables at on- and off-site events

Events Planning:

- Other Events as scheduled
- Identifying and planning other possible fund-raisers

Behind the scenes:

- Library Enthusiast- help create and execute a plan for CCMoA art library and artist research center to make it available to researchers and bring it into the 21st century, involves space planning, book and file organizing, and creating a cataloging system for retrieving materials.
- Work with staff on a professional level, including archiving, collections management, exhibition installation, marketing and website management (requires professional or life-related experience)
- Office Assistants- Computer Data Entry for various needs, membership renewal, updating online calendars for exhibitions, events and programs, processing reservations, filing and organizing
- Prepare museum mailings
- Gardeners-Yasuna Denny Sculpture Garden, entryway to the museum
- Painters-Gallery Walls, Trim

What are your special skills, talents and interests?

When are you available? (Please circle as many as apply)

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Mornings Afternoons Evenings

Seasonal: Yes No

Available Dates: _____

Please return this form to the front desk or mail it to:

Cape Cod Museum of Art, P.O. Box 2034, Dennis, MA 02638

Thank you for your interest!