

ABBE MUSEUM

26 Mount Desert Street & Sieur de Monts Spring

P O Box 286

Bar Harbor, ME 04609

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<http://www.abbemuseum.org>

info@abbemuseum.org

VOLUNTEER APPLICATION

Personal/General Information		
Date:	Preferred Salutation (circle): Miss Ms. Mrs. Mr. Dr.	
Name:		
E-Mail Address:		
Home Address:	City, State & Zip:	
Home Phone:	Cell Phone:	Work Phone:
Where do you prefered to receive calls?	Best time to call:	
How did you hear about our volunteer program?		
Please indicate which days of the week you are available to volunteer: <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday AM PM AM PM AM PM AM PM AM PM AM PM AM PM		
If your availability is seasonal, please indicate the dates:		
Position Interests		
Please indicate areas of interest: <input type="checkbox"/> Museum Attendant <input type="checkbox"/> Shop Attendant <input type="checkbox"/> Volunteer Student Educator <input type="checkbox"/> Workshop Host <input type="checkbox"/> Gallery Docent <input type="checkbox"/> Tour Guide <input type="checkbox"/> Office Assistant	<input type="checkbox"/> Events Assistant <input type="checkbox"/> Building and Grounds <input type="checkbox"/> Library Assistant <input type="checkbox"/> Exhibits Assistant <input type="checkbox"/> Research and Writing <input type="checkbox"/> Other: _____	
Education		
____ High School ____ 2 year college ____ College, Major: _____ ____ Graduate School, Major: _____		
Employment & Volunteer Experience		
Type of Work: _____	From _____ To _____	
Type of Work: _____	From _____ To _____	
Have you volunteer at a museum before? ____ Yes ____ No		
Type of Work: _____	From _____ To _____	
Type of Work: _____	From _____ To _____	

Additional Information

Relevant Training Course(s):

Please tell us about your interests and hobbies:

Please describe any special qualifications or skills you have:

Have you attended any of the Abbe Workshops or programs?

Please list three references whom we may contact:

Name: _____ E-Mail: _____

Phone: _____

Address, City, Zip: _____

Name: _____ E-Mail: _____

Phone: _____

Address, City, Zip: _____

Name: _____ E-Mail: _____

Phone: _____

Address, City, Zip: _____

Contact in Case of Emergency:

Name: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Mandate:

Are you volunteering to meet requirements of schools, clubs, courts, etc.? Yes No

Program Name: _____ Hour requirement: _____

Expected completion date: _____ Program contact person: _____ Phone: _____

I certify that the information provided in this application is true and correct and has been given voluntarily. I understand that this information may be disclosed to any party with legal and proper interest, and I release the Abbe from any liability whatsoever for supplying such information. I understand that I will not be paid for my services and I will abide by any and all museum policies, volunteer, personnel, safety, and otherwise.

Signature of Applicant: _____

Date: _____

FOR OFFICE USE ONLY – Do not write below this line

Date application received:	Interview date:
Training date:	

Abbe Museum Overview of Volunteer Positions Available

Museum Attendants are responsible for greeting visitors, conducting ticket sales, and providing basic museum information to guests. Positions available at the downtown site year-round and Sieur de Monts Spring in season.

Shop Attendants are responsible for assisting with customer service, inventory packaging and display, keeping the shop attractive, and providing visitors with information. Positions primarily available at the downtown site.

Student Educators assist with implementing education programs and activities. Duties include providing a positive, fun, child-centered, museum learning experience for school groups, assisting Program Coordinator in running on-site school programs, and developing and/or running craft-based and/or interactive activities for children and family activities.

Workshop Hosts assist in coordinating and implementing plans to ensure positive visitor experiences during workshops, and in monitoring conditions in the museum regarding safety and security. Duties may include assisting workshop instructors with set up and clean up, greeting and checking in all participants, and supplying directions and general assistance as needed.

Gallery Docents assist in coordinating and implementing plans to ensure positive visitor experiences through visitor services, and monitoring conditions in the museum regarding safety and security. Duties may include interacting with visitors, answering questions and assisting with or demonstrating the use of interactive elements of the exhibits.

Tour Guides lead groups through the museum highlighting aspects of the museum's exhibits, collections, the Wabanaki people and history of the Abbe Museum. Duties include greeting and interacting with visitors, providing a positive, stimulating learning experience and encouraging active participation of visitors.

Office Assistants assist in tasks related to the Business Office. Duties may include assisting with mailings, answering phones, preparing education materials, assisting with photocopying and collating, and data entry.

Events Assistants assist in implementing plans to ensure positive visitor experiences during each event and in monitoring conditions in the museum regarding safety and security. Duties may include greeting visitors, serving, making or providing food and beverages, staffing membership tables, and helping with set up and clean up.

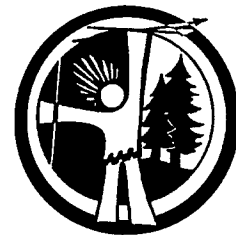
Buildings and Grounds volunteers assist in completing a variety of tasks related to the care of the buildings and grounds. Duties may include assisting with regular garden and yard maintenance, opening/closing Sieur de Monts Spring location, spring and fall clean-up days, and set up for special programs and events.

Library Assistants assist in completing a variety of tasks related to the care of the library collection. Duties may include assisting with cataloguing, shelving and re-shelving library collections, and assisting with maintenance of the library database.

Exhibits Assistants assist in completing tasks related to the creation and installation of exhibits. Duties may include assisting with the creation and installation of new graphic art pieces and other design elements, and assisting with the installation of new exhibits, including moving exhibit sets, painting, cleaning and other preparatory work.

Abbe Museum

Volunteer Traits: Abilities/Skills/Interest



Abilities: How do you learn a new skill? (Please rank 1-4 with 1 best and 4 least)

- Doing task
- Hearing instructions
- Reading instructions
- Watching others

Skills: (Mark only the below items you want to share)

Please rate these skills according to this code:

1 – Proficient/Can do without help

2 – Some prior training/May need help

3 – Not much experience, but want to learn

Administrative:

- Bookkeeping
- Filing
- Mailings
- Record keeping
- Telephoning
- Typing

Photography:

- General photography
- Video photography

Customer Interaction:

- Customer Service
- Initiating conversation
- Sign language
- Foreign language

Computer Skills:

- Data entry
- Internet searching
- Graphic Design
- Instruction/Teaching

Software Knowledge:

- MS Access
- MS Excel
- MS Word
- MS Publisher
- Past Perfect
- Other _____

Leading Groups:

- Any age
- Seniors
- Adults
- Special Needs
- High school
- Middle school
- Elementary school
- Preschool

Library/Collection:

- Cataloging
- Genealogy
- Research
- Artifact Registration

Museum Exhibits:

- Cabinetmaking
- General carpentry
- Painting
- Electronics

Retail Skills:

- Cash register
- Display
- Inventory
- Retail sales

Sewing:

- Designing
- Hand
- Machine

Writing Skills:

- Copy writing
- Creative writing
- Editing
- Legible script
- Calligraphy

Interests (please check all that apply):

- Administration
- Antiques
- Art
- Cataloging
- Computers
- Crafts
- Cleaning
- Education
- Exhibit Fabrication
- Gardening
- General nature
- History
- Maintenance
- Retail
- Science
- Special events
- Visitor interaction
- Woodworking
- Other _____