

## Top 10 Ways to Volunteer at Bergstrom-Mahler Museum

### 1. Associate in The Museum Shop

No experience is required except confidence in working with the public and handling monetary transactions. Shifts available; Tues-Sat. 10am-1pm or 1pm-4:30pm and Sun 1pm-4:30; training provided and a monthly in-service/coffee hour. Approximate time commitment two 4-hour shifts per month.

### 2. "Packers" for school pre-purchase program and corporate gifts

You can help with our school visits by packing items children pre-purchase through our The Museum Shop and by packing business partners' gifts. Approximate time commitment: 1-2 hours per request.

### 3. Docent/Tour Guide

You will be trained to give guided tours of the museum's permanent collections and temporary exhibitions for both school-aged children and adults. The approximate time commitment for training will be three to five hours initially, then monthly docent meetings. Tours last 60-90 minutes. The frequency of tours varies with the seasons.

### 4. Art Activity Day Facilitator

You will help facilitate hands-on art activities during our wildly popular the Art Activity Days that we hold one Saturday a month. We need a two to three hour commitment per event. This is a chance to work with people of all ages, but with an emphasis on school-aged children.

### 5. Data Entry

You can help with inputting records for the collections database. Time commitment will vary.

### 6. Mailing

Help with bulk mailings for the museum, which means labeling, sorting, stuffing, and completing preparation for the postal service. Approximate time commitment: 2-3 hours per mailing

Descriptions are continued on the back page.

### 7. Poster Distribution

Here's your opportunity to spread the good news about what's happening at the museum. We need help distributing posters, brochures and class schedules to schools, businesses and community venues. Your approximate time commitment would be a three to four hours before the opening of a new exhibition or special event and three times per year when distributing class brochures.

### 8. Exhibit Set up and Take down

Help staff with the set up and take down of temporary exhibitions. Duties may include wrapping, packing, painting, hanging labels, and cleaning. Approximate time commitment is two to eight hours per installation/deinstallation. There are usually three temporary exhibitions per year.

### 9. Hospitality

Assist with museum special events by baking treats, setting up, and/or serving and replenishing hors' d'oeuvres during receptions and special events. Approximate time commitment: 2-4 hours per event

### 10. Bergstrom-Mahler Museum Arts Festival

You can help during the annual festival in Riverside park as a booth sitter, with set-up and take-down, in the children's tent, with raffle ticket sales, or with hospitality. High school aged students are welcome to help. Approximate time commitment: two to eight hours in on the third Sunday in July.



165 North Park Avenue  
Neenah, WI 54956-2294  
Telephone: 920.751.4658  
bergstrom-mahlermuseum.com



# Volunteer



# Volunteer Application

## Your Information

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone # \_\_\_\_\_  
Cell Phone # \_\_\_\_\_  
E-mail address \_\_\_\_\_

## How would you like to help?

### THE MUSEUM SHOP

Associate Cashier     Support Staff/Packer

### EDUCATION

Docent/Tour Guide     Art Activity Facilitator  
 Studio Assistant

### STAFF SUPPORT

Data Entry     Mailings  
 Poster Distribution

### OTHER

Exhibit Setup/Takedown     Hospitality  
 Arts Festival     Single-Day Events  
 Other \_\_\_\_\_

Please return the completed form to:

**Bergstrom-Mahler Museum of Glass**

**165 North Park Avenue Neenah, WI 54956**

Questions? 920-751-4658 or

answers@bergstrom-mahlermuseum.com

**THANK YOU FOR YOUR INTEREST**

## Help us get to know you

Please list any area in which you may have an in-depth knowledge that may be helpful in the museum setting.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Special training and/or expertise

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employment or Volunteer Experience

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## When are you available?

Indicate the time commitment you would like to make (in addition to training)

- 2 hours per week  
 4 hours per week or more  
 One-day events or activities  
 Other \_\_\_\_\_

Hours Available

Weekdays, 10:00 am-4:30 pm

- Mornings     Afternoons     Mon  
 Tues     Wed     Thurs     Fri

Weekends

- Saturdays, 10:00 am-4:30 pm  
 Sundays, 1:00 pm-4:30 pm

## Background check

(conducted at time of interview process)

As part of regular procedure and in accordance with American Association of Museums' recommendation, Bergstrom-Mahler Museum of Glass conducts background checks on potential adult volunteers. In order to continue the application process, a signed authorization and consent for release of personal information form is required to be included with the application.

"The information I have provided on this application is true and complete. I hereby give Bergstrom-Mahler Museum the right to investigate my background and release the museum, and all persons or corporations supplying such information, from liability.

I understand that if any misrepresentation has been made by me, I may be disqualified for consideration or dismissed if discovered at a later date."

Signature

Date