

# Ways to Volunteer at Bergstrom-Mahler Museum of Glass

## 1. Associate in The Museum Shop

No experience is required except confidence in working with the public and cash handling. 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 is two 4-hour shifts per month.

## 2. 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 quarterly docent meetings. Tours are about 60 minutes and frequency varies based on demand.

## 3. Glass Studio/Art Activity Day Support

You will help facilitate hands-on art activities in our glass studio. Whether it is during our wildly popular Art Activity Days that we hold one Saturday a month, studio classes, or helping behind the scenes, we have a spot for you.

## 4. Hospitality

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

## 5. 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 hour shifts throughout the day of the third Sunday in July.



165 North Park Avenue  
Neenah, WI 54956-2294  
Telephone: 920.751.4658  
bmmglass.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  
 The Glass Studio support

### HOSPITALITY

Baking                       Host/Hostess for events

### ARTS FESTIVAL

## Help us get to know you

Please list any area in which you have skills that may be helpful here.

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

Special training and/or expertise

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

Emergency Contact Information (name/number)

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

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 Alliance 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, Inc. 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."

Please return the completed form to:  
**Bergstrom-Mahler Museum of Glass**  
**165 North Park Avenue**  
**Neenah, WI 54956**  
Questions? 920-751-4658 or  
answers@bmmglass.com

Signature

Date