

# Ways to Volunteer at Bergstrom-Mahler Museum of Glass

## 1. Associate in The Museum Shop

The Museum Shop is looking for enthusiastic individuals who would enjoy working in a lively and fun retail setting. Though previous retail experience is not necessary, volunteers should feel comfortable working with the public and independently on an occasional weekend or Thursday eve. Approx. time commitment is two 3 or 3.5 hour shifts and one 1 hour training per month.

## 2. Docent/Tour Guide

As a member of a team of docents, volunteer will conduct guided tours of the museum galleries for small groups of visitors of all ages. Volunteer will commit to training with the Curator of Collections and Exhibitions, and will attend regular docent meetings either in-person or virtually.

## 3. Curatorial and Collections Records

Volunteer will assist the Curator of Collections and Exhibitions with researching, digitizing, organizing and filing general media, collections and exhibits records. Prior experience with photography and digital scanning is helpful, but not compulsory.

## 4. Glass Studio-Art Activity Day Support

You will help facilitate hands-on art activities during our Art Activity Days that we hold one Saturday a month. Set up and help families from the fox cities create small non-glass crafts throughout the museum. Or help people create down in the studio. No experience is required except confidence in working with the public.

## 5. Glass Studio-Studio Support

Help with preparation, facilitation, and clean-up of different glass-based projects. Preparing for glass classes and Art Activity Days require a lot of preparation for smooth running. Learn and practice things like cutting, cleaning and grinding glass. Time commitment: 1-3 hours/week

## 6. Development and Engagement

Special events need greeters and servers who enjoy meeting with people, as well as people to haul, set up, and clean up. Bakers can also contribute snacks and treats to our events. High school aged students are welcome to help. Occasionally we need people to do simple, repetitive office tasks, such as fold brochures, stuff envelopes, etc.

## 7. Marketing

Marketing is seeking volunteers who would like to assist in the areas of social media, graphic design, photography, video, and event preparation.

We thank our seasonal sponsors and local community foundations for their support



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



# Volunteer Application

## Your Information

Name \_\_\_\_\_  
First Middle Last

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

### THE GLASS STUDIO

Art Activity Facilitator      The Glass Studio Support

### DEVELOPMENT & ENGAGEMENT

Baking      Special Events Support

Administrative

### CURATORIAL & EXHIBITS

Docent      Curatorial and Collections Records

### MARKETING

Office      Literature Distribution

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

## 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                                  Seasons

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

## 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."

Signature

Date