

Ways to Volunteer at Bergstrom-Mahler Museum of Glass

1. Associate in The Museum Shop

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 per month.

2. Docent/Tour Guide

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

Facilitate hands-on art activities during our monthly Art Activity Days. Set up and help create small non-glass crafts throughout the museum. Or help people create 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.

6. Development and Engagement

Greeters or serve at events, help set up and clean up. Bakers can also contribute snacks and treats to our events. 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.

8. Education

Assist in preparation of educational & fun activities for Art Activity Day, Art After Dark, and museum visitors. Duties include cutting out projects, collecting supplies, organizing educational components. Flexible hours based on volunteer availability.

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



Bergstrom • Mahler
MUSEUM
OF GLASS



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



Volunteer



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 Administrative

EDUCATION

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

Names and phone numbers of 2 references

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