

Volunteer Application Torrance Art Museum

Please complete and return *both* the Museum Volunteer Application *and* the City of Torrance Volunteer Application to:

Torrance Art Museum
Regina Taylor Volunteer Coordinator
Janene Ferguson, Supervisor
3320 Civic Center Drive
Torrance, CA 90503
(310) 618-2326

Thank you for your interest in volunteering. The information you provide is confidential and used for recruitment and placement purposes only.

Volunteer Information

Name: _____

Mailing Address: _____

City/State/Zip: _____

Daytime Telephone: _____ E-Mail: _____

In what areas are you interested in volunteering? (Check all that apply.)

With the Public

- Visitor Information Desk
- Museum Docent
- School Docent
- Special Events (public interface)
- Fundraising
- Other (explain below)

Behind the Scenes

- Office Assistance
- Computer Skills
- Exhibit Installation
- Graphic Design – flyers, brochures
- Handyman/Carpentry
- Special Events (set up)
* Refreshment Coordinator
- Other (explain below)

Other: _____

Volunteer Program Requirements

1. Are you able to make the minimum commitment of 6 hours per month? Yes No
2. Are you willing to take an art education class recommended for all Museum
volunteers? Yes No
3. Are you willing to be trained in job skills appropriate to the position? Yes No
4. Are you able to commit to a designated day of the week? Yes No

How did you hear about the volunteer opportunity at the Torrance Art Museum? (Check all that apply.)

- Visited Torrance Art Museum
- Family or friend
- Newspaper ad
- Library/Civic Center flyer
- Workplace bulletin board
- RSVP
- Senior Center
- City of Torrance website

- Cultural event
- Art and culture class
- Art and culture website
- Art club or organizations
- Volunteer Match organization
- College or university
- Other _____

Have you worked or volunteered with a museum or service organization before? Yes No

If you have previously worked or volunteered, what were the dates of your service? _____

Please provide an overview of your job duties. _____

Volunteer Time Availability

Below, please indicate how often you are available to volunteer:

- Once a Week
- Twice a Week
- Twice a Month
- Other _____

Please indicate the days and hours you are available to volunteer:

SHIFT TIMES	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
11 am – 2 pm							
2 pm – 5 pm							
6 pm – 9 pm (special events)							

I understand that the Torrance Art Museum appreciates my interest in volunteering. I realize that position availability is dependent upon Museum needs and volunteer placement remains a Museum prerogative. I hereby certify that all statements made in this application are true and complete.

Applicant Signature: _____

Date: _____

Sponsored by the Cultural Services Division of the Torrance Community Services Department