

Durango Arts Center Volunteer Application

Name _____

Address _____ City _____ State _____ Zip _____

Home phone _____ Daytime phone number _____

E-mail address _____

Today's date _____ Birthday _____ / _____ / _____ (year is optional)

Interest and Skill Areas *(Check all that apply)*

Office help

_____ Front desk reception

_____ Clerical/staff aid

_____ Computer skills

_____ Telephoning

Retail

_____ Gallery Shop sales

_____ Gallery attendant

Building maintenance

_____ Painting

_____ Carpentry

_____ Plumbing

_____ Electrical

_____ As-needed maintenance jobs

Hospitality at receptions

_____ Bartending

_____ Food preparation

_____ Clean-up

Children's education

_____ At the DAC

_____ In the schools

_____ Docents

Publicity

_____ Graphic design (postcard invitations, fliers)

_____ Photographing/videotaping

_____ Poster/flier distribution

Committee participation

_____ Membership

_____ Finance

_____ Exhibits

_____ Events

_____ Fundraising

_____ Volunteer

_____ Board member

_____ FOAL (Friends of the Art Library)

_____ Gallery Shop

Please list other skills or interests _____

Employment history/volunteer experience _____

List three local references (*name and phone number*) _____

Why are you interested in volunteering at the Durango Arts Center? _____

Days available _____ Mon _____ Tues _____ Wed _____ Thurs _____ Fri _____ Sat _____ Sun

Time preference _____ Morning _____ Afternoon _____ Evening

Would you be willing to be called on short (next day) notice to fill in a vacancy when another volunteer is unable to come?

_____ Yes _____ No

The Volunteer Program

The primary function of the Durango Arts Center's volunteer program is to serve the DAC and to develop volunteer understanding of the arts. Volunteers often act as a liaison between the DAC and the public to help ensure that the needs of both the public and the DAC are met. Volunteers are essential to conduct the daily and continuing operation of the organization, and a fully staffed volunteer corps is an opportunity for community involvement in the DAC.

The Durango Arts Center staff and board of directors appreciate your commitment to a high-quality arts community and rely on your volunteer support. Agreeing to volunteer is a commitment, and as a volunteer, you become part of the personnel of the DAC. We depend on your professionalism and promptness and on your giving us adequate notice when you are unable to meet your appointed task. The volunteer program does not work well when a volunteer is not able to commit to the amount of time he or she had hoped to initially give. Please give thought to this before you make a decision to volunteer! Our successful working relationship is essential to the business of the DAC. All volunteers are asked to keep an account of the hours donated to the DAC, follow any procedures or policies for the task assigned and adhere to volunteer work schedule.

Signed _____ Date _____

Jeannie Berger, Volunteer Coordinator

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