

KNOXVILLE MUSEUM OF ART

VOLUNTEER APPLICATION FORM

1050 World's Fair Park Dr.

Knoxville, TN 37916

www.knoxart.org

Fax: 865.546.3635

Phone: 865.444.5470

Please complete and return via mail or fax:
ATT: Danielle Mann, Volunteer Coordinator
Or email to: dmann@knoxart.org

Name _____ Today's date ____/____/____
Mr. Mrs. Ms. Miss Dr. N/A Preferred Pronoun: He / She / They Mo. Day Year

Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone (home or cell?): _____

Emergency contact name and phone number: _____

Current Driver's License number: _____ State: _____

Student ID number: _____

Date of birth: (M/D/Y) ____/____/____

If under 18: Grade _____ School _____

Have you ever been convicted for any crime, including sex-related or child-abuse-related offenses?

Committed volunteers are expected to be KMA members and give 24 hours a year.

Are you a KMA member? _____ Are you able to give 24 hours a year? _____

How did you hear about volunteering at the KMA? (Friends, newspaper, website, etc.) _____

Why are you interested in volunteering at the KMA? _____

Please list skills that you have to offer: _____

Education (Major and/or degrees): _____

Other volunteer and professional experience: _____

Personal hobbies and interests: _____

Occupation: _____

Availability: (underline or circle all that apply.)

Frequency: Weekly Every other week Monthly As needed

Days: Monday / Tuesday / Wednesday / Thursday / Friday / Saturday / Sunday

Time of Day: Morning Afternoon Evening

Interviewer's notes: <input type="checkbox"/> Member date joined: _____ <input type="checkbox"/> Community Service <input type="checkbox"/> FFD/SAA
Position: _____ cc: _____ Data entry: ____/____/____ Email Lists: _____

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VOLUNTEER POSITIONS

BACKGROUND CHECK REQUIREMENT: Volunteers aged 18 years and older are now required to undergo a general background check when volunteering with unaccompanied minors. The \$10 fee will be reimbursed by the KMA. For background checks go to: Knoxville Police Department – Records Unit at 1650 Huron St., Knoxville, TN 37917. They are open M-F, 8am – 4pm. Background checks cost \$10 (cash or check ONLY.) The Records Unit requires a government-issued photo ID and a social security card to complete the check. This process is in-person only, no appointment required, walk-in only. For court-specific inquiries, contact Records Supervisor Samantha McClain at 865-215-7231 or smcclain@knoxvillekn.gov. For any other questions regarding the background check, please reach out to the Director of Education, Rosalind Martin, at rmartin@knoxart.org or call 865-523-6349

ADMINISTRATION

Age requirement: 18 years and older
Shifts: 2+ hours and are set on an as needed basis by the supervisor
Projects & Special Events: Administration volunteers assist with projects and events for a particular department. (*Development, Education, Curatorial, Events*)
Volunteer duties:
Basic clerical work; including mass mailings, filing, data entry, etc.
Advanced clerical; including writing, spreadsheets, organization, etc.
Assists with event planning, set up, and feedback.
Special projects

SOUNDSCAPES AT THE KMA

Age requirement: Volunteers must be 21 years or older
Shifts: 2-3 Friday evenings a month, shifts are usually 2-4 hours as needed
Regular Museum Program: This popular program offers live music performances on Friday evenings between 5 and 9pm.
Volunteer duties:
Assisting with setup and breakdown
Collecting tickets and greeting visitors
Assisting with refreshments and various event duties

FAMILY FUN DAY

Age requirement: Volunteers must be 14 years or older
Shifts: 2 or 4 hours
Education Special Event: A fun day of art making, family entertainment, and artists demonstrations.
Volunteer duties:
Setup and cleanup
Assist with art projects and other activities
Help with prizes, lines, and organization

FRONT DESK

Age requirement: Volunteers must be 18 years or older
Shifts: Tuesday-Friday 9:45am-1pm and 1-5pm. Saturday 9:45am-1pm, 12-3pm, and 1-5pm. Sunday 12:45-5pm.
Museum Operations: Front Desk volunteers are the face of the museum, welcoming everyone who visits the museum. They have a regular set schedule of at least two shifts a month.
Volunteer duties:
Greet, inform, and orient visitors
Record visitor data
Answer the museum's main telephone line
Provide local attraction information
Gather visitor feedback
Offer basic clerical assistance

SUMMER ART ACADEMY

Age requirement: Volunteers must be 16 years or older
Background check required – see above
Shifts: Monday-Friday, option of morning or afternoon
Education Program: Weeklong art classes for children age 3-18 years.
Volunteer duties:
Act as teacher's assistant with class activities
Organize class supplies
Help with breaks and snack time
Check in students
Setup and cleanup

DOCENTS

Age requirement: 18 years or older
Background check required – see above
Shifts: as scheduled
Docents are the interpretive guides who conduct exhibition tours for all audiences.

Docents need not have a background in art, art history, or art education, but should be motivated to learn about different subjects to enhance their tours and personal knowledge of art. Being a docent requires time and effort as well as enthusiasm and flexibility.

INTERNSHIPS

Internships in our curatorial, education, marketing, and development departments are competitive and available to college seniors and graduate students. Although internships are unpaid, students sometimes arrange to earn college credit

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STANDARD OF CONDUCT & ETHICS FOR VOLUNTEERS

The following are standard values practiced here and at peer museums:

- It is museum policy that all services and opportunities are provided to all persons without regard to race, color or national origin.
- Volunteering at KMA is a public trust and involves great responsibility.
- In all activities, Museum staff members, trustees and volunteers must act with integrity and in accordance with stringent ethical principles.
- Access to the Museum's internal activities and information is a trust.

The Volunteers of the Knoxville Museum of Art (hereafter "Museum") make an essential contribution to fulfilling the mission of the Museum.

The Museum's Volunteers are considered to be all those, including members of the Board of Trustees, who voluntarily serve the Museum without compensation.

Museum Volunteers share with staff and members of the Board of Trustees a responsibility to support a code of ethical behavior consistent with the public trust accorded the Museum and must agree to abide by the spirit as well as the letter of the Museum's (a) Code of Ethics, (b) Collection Management Policies and (c) Standard of Conduct for Volunteers; obey all security and safety rules and emergency management and comply with all other Museum policies and procedures.

Museum Volunteers should accept responsibility for understanding the policies and programs adopted by the Museum's Board of Trustees and support the achievement of these policies and programs.

Access to the Museum's internal activities is a privilege, and the lack of material compensation for effort expended in behalf of the Museum in no way frees any Volunteer from adherence to the standards that apply to paid staff.

The Volunteer must work toward the betterment of the institution and not for personal gain, other than the natural satisfaction and enrichment of participating in the Museum. While the Museum may accord certain special privileges to Volunteers, they should not accept gifts, favors, loans or things of value from other parties in connection with carrying out duties for the institution.

Volunteers who deal with the Museum's fundraising, collections and interpretive programs work in areas that are especially sensitive. In particular, volunteers may find that they have access to confidential information and should respect that confidentiality as part of the vital support they render to the Museum.

Museum Volunteers should consider themselves obligated to fulfill their responsibilities in the same spirit as though they were a part of the paid staff and must give sufficient advance notice to cancel scheduled shifts.

In addition, we require that volunteers agree to the following:

1. Provide timely advance notification to your staff supervisor or manager or Security (525-6101, ext. 252) of absences or termination. **(Front Desk volunteers in particular are essential staff in that we cannot leave that position unattended during hours the museum is open to the public.)**
2. Immediately direct all media inquiries to the Director of Communications or the Director's Office
3. Clear with the Director of Communications or Directors Office any outside solicitation materials
4. Immediately notify a Security Guard or Security Office (ext. 252) if you observe or are involved in an accident on the museum premises
5. Comply with scheduling and dress requirements of the Knoxville Museum of Art
6. Complete orientation, training courses or on-the-job training
7. Perform with a high standard of customer service, professional conduct and accountability
8. Honor and respect the confidentiality of sensitive or proprietary information and agree not to disclose privileged or confidential information to unauthorized parties
9. Treat all people with dignity and respect
10. Bring credit to the Museum by your public demeanor
11. Serve as goodwill ambassadors in the community on behalf of the Knoxville Museum of Art
12. Encourage other volunteers to embrace and practice these ethical principles and standards of conduct
13. Drinking alcoholic beverages on the job or immediately before reporting for duty is not allowed. Infraction of this rule leads to dismissal.

I acknowledge that consistent with the public trust accorded museums, KMA Volunteers share with staff and the Board of Trustees a responsibility to support, understand, and abide by codes of ethical behavior adopted by the Knoxville Museum of Art.

YOUR SIGNATURE _____ PRINT NAME _____ DATE: _____