

# ALBANY INSTITUTE OF HISTORY & ART

## Volunteer Application Form

Please print and fill out all sections completely

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Would you rather be contacted by **phone** or **email**? \_\_\_\_\_

### Please indicate your primary areas of interest.

Rate choices 1-4, with 1 signifying highest interest.

- \_\_\_\_\_ Arts Administration
- \_\_\_\_\_ Business
- \_\_\_\_\_ Curatorial
- \_\_\_\_\_ Development
- \_\_\_\_\_ Education: Docent
- \_\_\_\_\_ Education: Family & Public Programs
- \_\_\_\_\_ Library
- \_\_\_\_\_ Museum Shop
- \_\_\_\_\_ PR and Marketing
- \_\_\_\_\_ Special Events
- \_\_\_\_\_ Visitor Services

**\*Resume and/or references may be requested depending upon department of interest**

- I am interested in a variety of museum functions, and I am open to a placement that best suits my skills.**

**How did you learn about our volunteer program?** \_\_\_\_\_

**Why are you interested in volunteering at the Albany Institute of History & Art?**

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# ALBANY INSTITUTE OF HISTORY & ART

## Work Experience/ Volunteer Work

1. Company/ Organization \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_  
Position \_\_\_\_\_ Supervisor \_\_\_\_\_  
Duties \_\_\_\_\_  
\_\_\_\_\_  
Dates \_\_\_\_\_

2. Company/ Organization \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_  
Position \_\_\_\_\_ Supervisor \_\_\_\_\_  
Duties \_\_\_\_\_  
\_\_\_\_\_  
Dates \_\_\_\_\_

3. Company/ Organization \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_  
Position \_\_\_\_\_ Supervisor \_\_\_\_\_  
Duties \_\_\_\_\_  
\_\_\_\_\_  
Dates \_\_\_\_\_

**Graduate School** \_\_\_\_\_ Date of Graduation \_\_\_\_\_  
Field of Study \_\_\_\_\_ Degree \_\_\_\_\_

**College** \_\_\_\_\_ Date of Graduation \_\_\_\_\_  
Major/ Minor \_\_\_\_\_ Degree \_\_\_\_\_

**High School** \_\_\_\_\_ Date of Graduation \_\_\_\_\_  
Relevant Coursework and Extracurricular \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Special Skills (Computer, Language, etc.)** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# ALBANY INSTITUTE OF HISTORY & ART

## SCHEDULING

What dates and times are you available for volunteering? Please check.

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Afternoon					

Are there dates/times that are **NEVER** possible for you: \_\_\_\_\_

Number of hours that you would like to volunteer: \_\_\_\_\_ Per week

\_\_\_\_\_ Per month

**I certify that the facts contained in this application are true and complete to the best of my knowledge:**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**For more information or specific descriptions please e-mail:  
westmorelandj@albanyinstitute.org**

**Send completed application to:**  
Janna Westmoreland  
Development Coordinator  
Albany Institute of History & Art  
125 Washington Avenue  
Albany, N.Y. 12210

### FOR OFFICE USE ONLY:

Date received:	
Follow-up:	
Referred to:	
Date Referred:	
Department:	