



Center for the Arts

252-D South Main Street
Pomona, CA 91766
909.397.9716

Volunteer Application

Date: _____

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: (____) _____ Cell: (____) _____

Email: _____

Emergency Contact: _____ Phone: (____) _____

Have you volunteered with us before? Yes No

Why do you want to volunteer at the dA? _____

Education (if you are currently a student, please indicate where and status) _____

Previous volunteer work, and relevant experience in the arts: _____

Computer Skills (please indicate skill level for each program)

- | | | | | |
|-----------------------|-------------------------------|--------------------------------|-----------------------------------|---------------------------------|
| Microsoft Word: | <input type="checkbox"/> None | <input type="checkbox"/> Basic | <input type="checkbox"/> Moderate | <input type="checkbox"/> Expert |
| Microsoft Excel: | <input type="checkbox"/> None | <input type="checkbox"/> Basic | <input type="checkbox"/> Moderate | <input type="checkbox"/> Expert |
| Microsoft Powerpoint: | <input type="checkbox"/> None | <input type="checkbox"/> Basic | <input type="checkbox"/> Moderate | <input type="checkbox"/> Expert |
| Adobe Acrobat: | <input type="checkbox"/> None | <input type="checkbox"/> Basic | <input type="checkbox"/> Moderate | <input type="checkbox"/> Expert |
| Adobe Illustrator: | <input type="checkbox"/> None | <input type="checkbox"/> Basic | <input type="checkbox"/> Moderate | <input type="checkbox"/> Expert |
| Adobe Indesign: | <input type="checkbox"/> None | <input type="checkbox"/> Basic | <input type="checkbox"/> Moderate | <input type="checkbox"/> Expert |
| Adobe Photoshop: | <input type="checkbox"/> None | <input type="checkbox"/> Basic | <input type="checkbox"/> Moderate | <input type="checkbox"/> Expert |
| Other: _____ | <input type="checkbox"/> None | <input type="checkbox"/> Basic | <input type="checkbox"/> Moderate | <input type="checkbox"/> Expert |

Are you fluent in any language other than English? _____

What special skills can you offer the dA? _____

Please contact me for the following opportunities:

Second and Last Saturday Exhibition Receptions

Volunteers assist with all aspects of exhibition receptions which take place on the second and last Saturday of each month from 3 pm - 10 pm. Duties include greeting visitors, handing out programs, checking IDs and wristbanding, completing gallery sales, and assisting with reception set up and breakdown. Volunteers must enjoy working with the public. Please be able to commit to a minimum of four shifts per year.

The dA Concert Series

Volunteers assist with monthly music events located at the dA. Duties include assisting with set up, collecting entry donations, and clean up. Volunteers must enjoy a wide variety of music. Please be able to commit to a minimum of four shifts per year.

Special Events

Special Event Volunteers provide customer service and general support for a variety of special events at the dA. Most special events take place on evenings and weekends. Because of the changing nature of the dA's special events, duties may vary considerably. Flexibility and enthusiasm are a must! Please be able to commit to a minimum of four shifts per year.

Offsite Events

Volunteers represent the dA at various events and festivals in Los Angeles, Riverside and San Bernardino counties. Duties include greeting visitors, distributing information regarding dA exhibitions, programs, and events, and assisting with art making activities.

Information desk

Gallery sitters create a friendly, welcoming environment for all visitors. Duties include greeting visitors and providing them with appropriate information regarding exhibitions, programs, and events; directing visitors to neighboring venues; and light gallery maintenance and office duties. Shifts available during gallery hours Wednesday through Saturday. Must be able to commit to four-hours each week.

Administrative

Administrative volunteers assist with administrative and clerical duties in various departments including special projects. Duties include filing, typing, organizing, and preparing mailings. Shifts available during gallery hours Wednesday through Saturday. Please be able to commit to two four-hour shifts each month.

Other (please explain)

Availability:

Sunday _____ Wednesday _____ Friday _____
Monday _____ Thursday _____ Saturday _____
Tuesday _____

I am unable to volunteer during these times/days _____

Applicant's Signature _____ Date: _____