



## VOLUNTEER PROGRAM

Enthusiastic and responsible volunteers are a vital component in the day-to-day operations at the Museum of Contemporary Art Detroit. Volunteering at MOCAD is a great way to get involved with the community, be part of a fun team, and interact with museum visitors, employees, and special guests in a variety of ways. MOCAD strives to provide our volunteers with an interesting and rewarding learning experience.

Volunteers should be available to commit to working a weekly shift of between 4 and 6 hours, and are always welcome to work more. Alternatives to committing to a weekly shift are available for those whose schedule may not allow it.

MOCAD volunteers greet and welcome visitors at the Museum entrance, provide exhibition materials, answer questions, provide information and directions, and count visitors upon their entrance to the museum. Volunteers are also responsible for answering the telephone and facilitate callers' questions. They also assist staff with programs, special events, exhibition maintenance, and occasional administrative tasks.

**Please send your application and any other additional relevant materials to:**

**Volunteer + Intern Coordinator**

**Museum of Contemporary Art Detroit**

**4454 Woodward Ave. Detroit, MI 48201**

**or**

**[volunteer@mocadetroit.org](mailto:volunteer@mocadetroit.org)**



MUSEUM OF CONTEMPORARY ART DETROIT

4454 Woodward Ave Detroit MI, 48201

313 832 6622 phone 313 832 4665 fax

www.mocadetroit.org

VOLUNTEER APPLICATION FORM

(Please type or print clearly)

\*Please note that you must be over the age of 18 to volunteer at MOCAD

Today's date: \_\_\_\_\_

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

Full name: \_\_\_\_\_

Current address: \_\_\_\_\_

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

Telephone number: \_\_\_\_\_ Email address: \_\_\_\_\_

Permanent address: \_\_\_\_\_

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

Emergency contact: \_\_\_\_\_ Relationship: \_\_\_\_\_ Telephone: \_\_\_\_\_

Please indicate by checking here that you are over the age of 18:

Please indicate how you heard about our internship program:

- From a visit to MOCAD  From a friend  MOCAD website
 From your school \_\_\_\_\_  Other \_\_\_\_\_

Please indicate times when you are available to volunteer at MOCAD:

- Wednesday 10:30 am - 2:30 pm  Wednesday 2:30 pm - 5:30 pm
 Thursday 10:30 am - 4:00 pm  Thursday 4:00 pm - 8:30 pm
 Friday 10:30 am - 4:00 pm  Friday 4:00 pm - 8:30 pm  Friday nights (for special events)
 Saturday 10:30 am - 2:30 pm  Saturday 2:30 pm - 5:30 pm  Saturday nights (for special events)
 Sunday 10:30 am - 2:30 pm  Sunday 2:30 pm - 5:30 pm  Every 3rd Sunday for Family Day
 Additional times for exhibition installation

(please keep in mind that you must commit to a weekly volunteer shift, with exception of special events and exhibition installation)

Educational history (name of school / location / degree(s) / major(s) / graduation date or expected date):

Three horizontal lines for writing educational history.

Please explain any relevant employment history (Do you have any previous volunteer or museum experience?):

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Please describe any previous experience and activities including courses, language skills, special training, computer skills or other talents relevant to your interest in volunteering at MOCAD:

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Please tell us why you are interested in becoming a volunteer at MOCAD (Describe any specific areas of interest):

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How many times have you visited MOCAD?    Never    1 - 5    5 - 10    10+

Please list two references:

<u>Name</u>	<u>Relationship</u>	<u>e-mail address</u>
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Additional comments:

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### **Museum of Contemporary Art Detroit Volunteer Agreement**

I understand that as a volunteer, I will not be entitled to monetary compensation for the work that I perform or be entitled to worker's compensation in the event of personal injury.

Signature \_\_\_\_\_

MOCAD reserves the right to periodically evaluate and terminate volunteer services should my responsibilities not be fulfilled to satisfaction.