

Volunteer Job Descriptions

Special Event Support: Various duties depending on the event. Greet members and guests, collect and sell tickets, assist with general event information.

- *Requirements:* Friendly and positive attitude, interest in working with the public, ability to answer basic questions about the museum and event.
- *Goals:* Ensure that museum members and visitors have a positive and enjoyable experience at the event. As appropriate, inform attendees of the benefits of museum membership.

Special Event Planning: Serve on a planning committee for an MMoCA fundraising event. Committee tasks include planning event themes; promoting events; soliciting silent auction donations; and more.

- *Requirements:* Availability for regular committee meetings and to complete follow-up tasks for six months prior to event.
- *Goals:* Assist the museum in presenting exciting, well-attended, talked-about events that are successful fundraisers supporting MMoCA's free admission policy and programs.

Office Support: Provide general office support as needed in various departments. Duties include data entry, filing, and basic research.

- *Requirements:* Ability to work in a professional office setting, familiarity with general computer systems including Microsoft Office Suite.
- *Goals:* Assist the museum staff with general administrative tasks.

Library Support: Help maintain the museum's library by cataloging and re-shelving books and periodicals; or archiving press clippings and other museum-related print materials.

- *Requirements:* Attention to detail. Familiarity with data entry and basic database functions.
- *Goals:* Ensure the library is organized and accessible to staff and researchers.

Your Volunteer Interest Areas

Tell us in which areas you are interested in volunteering

Special Event Support

Special Event Planning

Office Support

Library Support

Availability

When are you available to volunteer?

Weekday Mornings

Weekend mornings

Weekday afternoons

Weekend afternoons

Weekday evenings

Weekend afternoons

How often are you available to volunteer?

Once per month or more, on a regular basis

Every other month, on a regular basis

3 to 5 times per year, as my schedule allows

1 to 2 times per year, as my schedule allows

Person to Notify in Case of Emergency

Name	
Relationship to you	
Phone Number(s)	

MMoCA Policy

It is the policy of the Madison Museum of Contemporary Art to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Thank you for completing this application form and for your interest in volunteering at MMoCA.