

## Volunteer Program

Since its inception, the Katonah Museum of Art has folded volunteers into its fabric and has embraced the talent and valuable resources that the community so generously offers. In fact, the Museum's origins began as a labor of love by a determined and enlightened group of able women who wanted to infuse art into the community's daily life. Today, in that same spirit, the KMA is refreshing its volunteer program with opportunities for our community to get more involved in a variety of exciting ways that plays to the skills and interests of our members and neighbors. If you're passionate about art and museums, or are simply looking for meaningful ways to contribute to a local non-profit, then the KMA might be just the place for you!

### Rewards and Appreciation

By becoming an active volunteer at the KMA, you gain entry into a vibrant social network of like-minded friends and get an exclusive insider's glimpse of what it takes to run an arts institution. You'll obtain exposure to various departments, while becoming an invaluable contributor to a dynamic exchange of art and ideas. You'll also enjoy recognition at our annual Volunteer Luncheon and savor other perks, such as special volunteer discounts.

The KMA Volunteer Program is divided into two main categories: the **Docent Program** and the **Museum Team**.

### DOCENT PROGRAM

Are you outgoing, energetic, a life-long learner, and love sharing stories with others? If so, you might make a perfect docent. This program involves extensive exhibition training 3-4 times a year, followed by leading tours for the general public at 2:30 pm, 1 - 3 times per week and with private group tours as requested. Those interested in working with kids can become school docents and conduct age-appropriate, participatory, inquiry-based tours and lead hands-on art activities, primarily during weekday mornings. Experienced docents may be invited to become Docent Trainers for upcoming exhibitions, developing expertise on a particular exhibition and presenting lectures to KMA staff and fellow docents. Other social opportunities include brown bag lunches and occasional continuing education workshops. This is a very robust and active group of volunteers, with nearly 40 annual participants.





## MUSEUM TEAM

### Marketing/Communications

Think you have what it takes to become KMA's #1 advocate? Are you ready to paper the whole town with grassroots flyers or be the master mind behind a brand new marketing incentive? We're looking for folks who want to spread the word about KMA happenings, work well in a team, express themselves well in writing, and enjoy pre-event roll-out. Social media and graphic design skills are a big plus. On-call and project basis.

### Hospitality

Would you like to be part of our Guest Services team? Be a gracious host, not only at our Admissions Desk, but at select special events, ranging from lectures to backyard concerts. Other tasks may include helping create and distribute seasonal surveys, collecting metrics and getting to know the community from the inside out. An outgoing, energetic, and patient personality required. Our host roles can be sporadic or on a regular basis, such as helping at the Admission Desk from 1-3 pm.



### Special Events and Public Programs

Are you detail-oriented and an organizer by nature -- full of creative ideas and as interested in event execution as you are in the concept? Maybe you're also passionate about photography and love taking pictures of people and events? If so, help us plan, project-manage, and document upcoming lectures, trips, and concerts. Design and track invitations, assist with mailings, database entry, sourcing vendors, staffing, set-up and clean-up. On-call and project basis.

### Administrative

Are you interested in getting behind the scenes and taking on ad hoc tasks large and small, which could include assisting with membership mailings and renewals, light research, filing, and answering phone calls? If you enjoy working at your own pace in a quiet environment and are comfortable using a computer, then this might be the perfect option for you. On-call basis.

### Youth Programs

Love working with kids? Help us source materials and facilitate hands-on activities at a variety of family-friendly programs, such as Family Days, school vacation programs, and off-site events. Week-end hours required.

### Community Engagement

Are you bilingual in Spanish and have a passion for engaging neighboring communities? Help us design, facilitate, and evaluate current and future community outreach initiatives for kids and their families.



## How To Apply

Interested? Follow the following steps to become a KMA volunteer\*:

1. Fill out the attached application.
3. Interview with a staff member.
2. Join as a member, if accepted.
4. Attend volunteer orientation and enjoy your experience!

\*Please note that the KMA Volunteer Program is selective. We intentionally do not accept more applicants than we can engage in meaningful and recurring ways, so that each volunteer gets the most out of their experience.

## Volunteer Application Form

Please complete and attach your resume. For any questions and to email your application, please contact: [education@katonahmuseum.org](mailto:education@katonahmuseum.org). Otherwise, please mail you application to:

Katonah Museum of Art  
134 Jay Street  
Katonah, NY 10536

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

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

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

Home Phone/Cell phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Current KMA member? \_\_\_\_\_

*We'd love to learn more about you! Please answer all questions thoroughly.*

1. Why do you want to volunteer at the KMA? How did you hear about the program?

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2. Do you have any volunteer experience? Please list your other cultural or volunteer affiliations.

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3. What special skills can you bring to the table? (ie. computer skills, languages, etc).

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4. Please rank volunteer positions in order of preference. Rank only the positions in which you are interested.

- Docent Program
- Marketing/Communications
- Hospitality
- Special Events and Public Programs
- Administrative
- Youth Programs
- Community Engagement

5. Please indicate your general availability. Times vary for different positions and may require regular time commitments or be on an on-call basis.

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*Thank you for taking the time to fill out this application! Applications will be accepted on a rolling basis, and you will be called for an interview as positions that match your interests become available.*