

The Katonah Museum of Art highly values its volunteers and there are many ways to get involved. We invite you to find out what area is right for you.

Office Work

Front Desk Reception

Greet visitors and orient them to the Museum's exhibitions.

Flexible hours.

Open, friendly personality needed.

Public Programs

Research and Promotion

Assist the Museum's public programmer in researching potential speakers and programs related to upcoming exhibitions (includes attending events). Also, identify and contact related organizations and businesses.

Ongoing project. Flexible time requirements.

Computer skills required. Excellent phone and research skills.

On-Site Volunteer

Assist in set-up, food preparation, bartending, and clean-up. Evening hours 10 to 12 times per year.

Requires active work as well as meeting and greeting guests and speakers.

Private Events

Help plan and execute special events (includes mailing, database entry, RSVP, set-up, delivery, and clean-up.)

Variable hours, both weekday and evening.

Detail-oriented person needed. Computer skills encouraged.

New Initiatives

Generate and execute ideas for fundraising and friend-raising programs for the Museum.

Meets several times per year during the day.

Creative, problem-solving skills needed.

Special Events: Fundraising

Get involved with all aspects of fundraising activities. Help is particularly needed for database entry, mailings, inventory control, as well as on-site set-up and clean-up for yearly events.

Variable hours.

Willingness to do detail-oriented work, participate in a team environment, and see an event through to the end.

KMA Education Department

School and Adult Docent

School docents conduct age-appropriate, participatory, inquiry-based tours and lead hands-on art activities, primarily during weekday mornings, to groups of school children. Adult docents lead 2:30 pm tours for the general public and private group tours as requested.

Time commitment is flexible, 1 to 3 tours per week.

Two docent training lectures and two gallery walk-throughs required.

Docent Trainer

Experienced docents are invited to become Docent Trainers for upcoming exhibitions. The Docent Trainer develops expertise on a particular exhibition and presents a lecture to KMA staff and fellow docents. The Trainer also leads a gallery walk-through, critiques docent practice tours, and gives special tours.

This is a short-term, intensive assignment.

Exhibition Research

Conduct research related to upcoming exhibitions.

On-going project with specific deadlines. Time commitment is flexible and can include research at home.

Library and Archive

Process and maintain the Museum's books, catalogues, and archival materials according to Library of Congress standards.

Basic computer skills needed. (Training available)

Ongoing project with no specific time requirements.

Family Day Coordinator & Volunteer

Two to three times per year the KMA hosts a fun-filled day of family activities. The Family Day Coordinator organizes the event. Volunteers are also needed to help during the day of the event.

Periodic time commitment.

Community Outreach

Help the Museum grow its community of friends. Invite local groups and organizations to participate in tours and programs.

On-going project; flexible time requirements.

Computer skills necessary for database work.

Learning Center Committee

Review the KMA exhibition schedule and brainstorm ideas for Learning Center exhibitions and connections.

Periodic meetings throughout the year.

Knowledge of children's picture books is essential.



Saturday Morning Story Hour Coordinator & Volunteer

Saturday mornings at 10:30 am, select and share engaging picture books with young children, followed by hands-on activities led by the Learning Center facilitator. The Coordinator chooses guest readers and organizes the yearly schedule.

Saturday mornings once a month.

Children's Library Liaison

Maintain the KMA's relationship with local libraries by informing librarians of Learning Center exhibitions, featured books, and author/illustrator signings. Participate in organizing special events at the KMA for librarians.

On-going project, hours flexible.

Interest in children's books and good people skills needed.

Hispanic Outreach Volunteer

Join a dynamic team of volunteers and staff to deliver art programs to immigrant Hispanic families at the Museum and at community organizations off site.

Flexible hours, both daytime and early evening.

Knowledge of Spanish helpful but not necessary.

Alzheimer Program Coordinator

The KMA is looking for a coordinator to initiate a program designed specifically for Alzheimer patients and their caregivers. The Coordinator would research and design tours, reach out to the Alzheimer community to establish relationships, and train Museum docents in best practices.

Ongoing project with flexible hours.

Willingness to work with a handicapped audience.

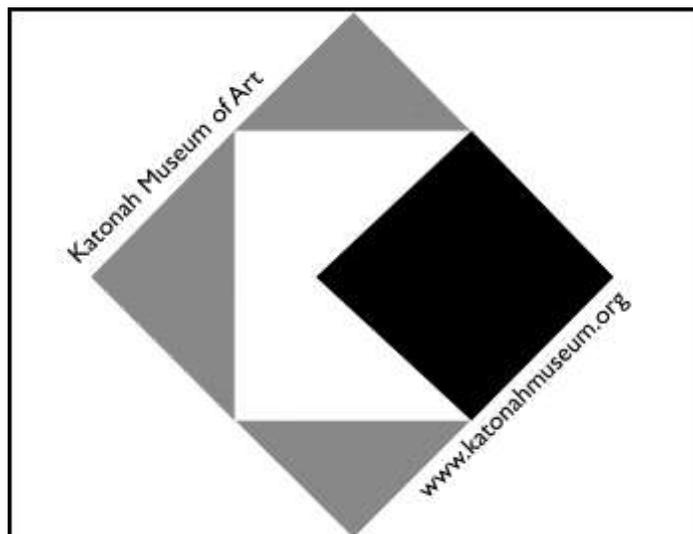
Research and computer skills needed.

Educational Materials Preparator

Research and create flexible educational offerings for the general public to use during repeat visits to the Museum.

Ongoing project with flexible hours.

Knowledge of museums and education and willingness to do research needed.



Volunteer Opportunities

at the
Katonah Museum of Art

Katonah Museum of Art

134 Jay Street

Katonah, NY 10536

(914) 232-9555

www.katonahmuseum.org

For information contact:
info@katonahmuseum.org