

VOLUNTEER



Thank you for dedicating your time and expertise to the Brick Store Museum! Please tell us a little bit about yourself:

CONTACT INFORMATION:

Name:

Address: City: State: Zip:

Phone: Email:

VOLUNTEERING INTERESTS:

What is your preferred time investment?

Weekly (on a schedule) On Call (I can help when I have time) Special Events Not sure yet

Months available:

Year-round Summer Winter Specific times:

Days available:

What are you interested in doing at the Museum (check all that apply)?

- | | | |
|--|--|--|
| <input type="checkbox"/> Docent/walking tour guide | <input type="checkbox"/> Collections cataloging & data entry | <input type="checkbox"/> Committee work (see list) |
| <input type="checkbox"/> Administrative support | <input type="checkbox"/> Archival support (research, inquiries) | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Visitor services/shop sales | <input type="checkbox"/> Educational programs/school & group tours | |
| <input type="checkbox"/> Distribution of flyers | <input type="checkbox"/> Gardening | |
| <input type="checkbox"/> Special events | <input type="checkbox"/> Facilities maintenance/exhibition carpentry | |

ABOUT YOU:

Tell us about yourself:

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Why are you interested in volunteering at the Museum?

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Here are some examples of volunteer opportunities at the Brick Store Museum. What are you interested in?

	Computer use	Some physical labor/standing	Prior experience recommended	Interacts with public (regularly)	Knowledge of region/history/art is a plus	Attention to detail	Optimistic attitude
COLLECTIONS & ARCHIVES							
Categorizing local archival photos, determining locations, etc.	X				X	X	X
Scanning & digitizing local archival material and photographs	X		X		X	X	X
Transcribing handwritten & typewritten archival materials	X					X	X
Oral history transcription (listening to audio and creating a transcript)	X		X		X	X	X
Creating artifact accession records for new donations			X		X	X	X
Library processing: cataloging the Museum's small reference library	X	X	X			X	X
Genealogy Records upkeep and digitization	X		X		X	X	X
Local history research to develop history content at the Museum	X		X		X	X	X
Artifact research: develop short histories for museum objects	X		X		X	X	X
EDUCATION & PROGRAMS							
Tour Guide: Historic District and/or Kennebunk Beach tours, indoor tours. Additionally, develop and propose new tours (if interested).		X		X	X		X
Children's program guide: 3rd & 4th Grade Field Trips, school outreach, family activity stations at special events		X	X	X	X		X
ENGAGEMENT							
Visitor services: welcome visitors, answering phones, process sales				X	X		X
Special Events: Varied event assistance including visitor services, food service, general set up, interaction with public.		X		X			X
Host Committee: help to coordinate and set up food & beverage (purchased by museum), prior to special event(s)		X					X
Posting flyers: visiting local stores and hotels to drop program flyers		X					
DEVELOPMENT							
Mailings: membership and annual fund processing and mailing; researching lapsed members; mailing reminders; business outreach		X				X	X
FACILITIES & GROUNDS							
Victory Garden: planting & upkeep (spring - fall); harvesting & delivery to local food bank; watering flowers & plants		X					X
Minor repairs, carpentry, upkeep log entries; indoor painting, etc.		X	X				X
Set-up/break down for rental space; special events		X					X