

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)?

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

ABOUT YOU:

Tell us about yourself:

Why are you interested in volunteering at the Museum?

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