

CAVE CREEK MUSEUM VOLUNTEER APPLICATION

Thank you for volunteering at the Cave Creek Museum. In addition to the personal satisfaction of contributing to a vital community treasure, you can look forward to many benefits from your gift of time, such as:

- ◆ Meeting new friends
- ◆ Knowledge of area's pre-history and history
- ◆ Luncheons and programs
- ◆ 10% off Museum Store purchases
- ◆ Pre-public notice of special events and programs
- ◆ Greeting visitors to the Desert Foothills and some folks who have been here awhile
- ◆ Professional development workshops and volunteer training/orientation
- ◆ ***And, of course, our deep appreciation for your important contribution of time!***

Name _____ Phone _____

Address _____ FAX _____

EMAIL _____

Birthday (year not necessary) _____

EMERGENCY CONTACT:

Name and Relationship _____ Phone _____

VOLUNTEER PROGRAMS

(PLEASE CHECK ALL THAT MAY BE OF INTEREST TO YOU)

COLLECTIONS MANAGEMENT _____

EXHIBITS _____

FUNDRAISING _____

HOSPITALITY _____

MAINTENANCE _____

MEMBERSHIP _____

MARKETING _____

SPECIAL EVENTS/PROGRAMS _____

NEWSLETTER _____

OFFICE ASSISTANT _____

PUBLIC RELATIONS _____

RESEARCH LIBRARY (digital project) _____

VISITOR SERVICES:

DOCENT _____

ADULT TOURS _____

CHILDREN'S TOURS _____

MUSEUM STORE _____

Docent/Museum Store Assistant duty shifts are 12:30-4:30pm Wednesday – Sunday: Friday 9:30 – 4:30

Please return to the Museum or mail to: Cave Creek Museum, PO Box 1, Cave Creek AZ 85327.

Call 480 488-2764 for additional information.

Volunteer Opportunities

Collections Management:

Assist the Collections Manager with cataloging existing and new collections. Use of conservation/preservation applications to collections objects and advising/assisting Exhibits Chair on exhibits planning. Computer data entry may be part of duties.

Exhibits:

Work with Exhibit Chair and Collections Manager to help design and maintain the permanent and temporary exhibits in the Archeology Wing, Pioneer Wing and center exhibit area.

Fundraising:

Work with Fundraising Chair to develop and participate in fundraising events for the museum.

Hospitality:

Work with Hospitality Chair to help with social events of the museum. Involves setting-up tables, meals, serving, clean up; may also involve cooking and baking for special events.

Maintenance:

Assist Building and Grounds Chair in light maintenance of building and property. May include changing light bulbs, calling workmen for repairs, moving exhibits, setting up tables and chairs for events, etc.

Marketing:

Assist with marketing activities of the museum. This may include meetings to determine marketing strategies and events to carry these strategies out.

Newsletter:

Create format, collect information, research and write articles for monthly and special newsletters.

Public Relations:

Write newspaper articles and create flyers regarding programs, exhibits, special features and events surrounding Museum activities.

Membership:

Assist the Membership Chair in obtaining new members; help maintain membership database and other activities associated with membership.

Office Assistants:

Help with office activities such as answering phones and inquires, copying, collating and folding newsletters, typing, etc.

Research Library:

Assist Research Librarian in cataloging, research, etc. Currently working on a digital project to scan documents and photos contained in files to facilitate research.

Special Events/Programs:

Assist Chair of Special Events programs and participates in certain aspects of events. Events include: Holiday Bazaar, Holiday Dinner Dance, Saturday Educational Programs, etc.

Visitor Services:

Docent: Attend orientation to become docent (one who disseminates information). Volunteer to be at Museum during business hours to assist visitors. Work with Docent Chair for scheduling.

Museum Store Assistant: Be at the Museum during business hours to assist visitors in purchasing items at the store. Requires use of cash register, knowledge of items, and locating additional inventory.

Children and Adult Tours: Work with respective Tour Chairs to assist with group tours of the museum. Requires docent training.