Arts Volunteer Form

Arts & Business Council staff is available should you need any assistance completing this form and will be in touch if additional details are required.

Name of Organization:
Organization Contact (Name):
Title:
Email:
Phone:
Arts Discipline: **☐ Arts Education ☐ Arts Services ☐ Cultural ☐ Dance ☐ Literary ☐ Media ☐ Multidisciplinary ☐ Museum ☐ Music ☐ Presenting ☐ Theater ☐ Visual Arts ☐ Other**
Title: *Provide a short, descriptive title*
Position Description: *The position description outlines the responsibilities and benefits of specific volunteer opportunities, and identifies what support or training the organization will provide. A well thought out description defines the assignment, details, abilities and interests integral to performing the task successfully.*
Purpose: *Use no more than two sentences to describe the specific purpose of the position. If possible relate back to nonprofit's mission and goals.*

Qualifications and Skills: *Select from the list of skills below and use notes if further explanation is required.*
Notes:

Professional Skills:
☐ **Board/ Governance** ☐ **Development/ Special Events** ☐ **Finance/ Accounting**
☐ **Graphic Design** ☐ **Human Resources** ☐ **Legal** ☐ **Marketing** ☐ **Operations**
☐ **Photography & Video** ☐ **Strategic or Program Planning** ☐ **Public Relations** ☐ **Research**
☐ **Real Estate/ Facilities** ☐ **Social Media** ☐ **Technology** ☐ **Web Design** ☐ **Web Development**
☐ **Other _____**

Number of Volunteers*: How many volunteers do you need? Please use a whole number and any additional explanation in the notes.*

Notes:

Time Commitment: *Note the duration of the assignment e.g. 1 year, 1 week, 1 day, 1 hour*

☐ **Weekdays** ☐ **Weekends**
☐ **Mornings** ☐ **Afternoons** ☐ **Evenings**
☐ **Fixed Schedule** ☐ **Flexible Schedule**

Associated Cost: *Please indicate any fee associated with the project*