

Volunteer Contact and Interest Form

Thank you for your interest in volunteering at the McConnell Arts Center! Please complete the below contact and interest form and return via email to Lizzie at lhowald@mcconnellarts.org or in person to the Administrative Office on the second floor. We look forward to working with you here at the MAC!

Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Phone: _____

Please circle if you are a: New Volunteer Existing Volunteer Returning Volunteer

How many years have you been volunteering at the MAC? _____

Please check off any cohorts that you are interested in (*cohort details listed on back*):

- | | | | |
|---|--|---|---|
| <input type="checkbox"/> Arts Enchanted | <input type="checkbox"/> Arts Festival | <input type="checkbox"/> Weeding Warriors | <input type="checkbox"/> Building Maintenance |
| <input type="checkbox"/> Events | <input type="checkbox"/> Archival | <input type="checkbox"/> Front Desk | |
| <input type="checkbox"/> Community Outreach | <input type="checkbox"/> School Tours | <input type="checkbox"/> Other | |

Are you interested in being a Cohort Captain? Yes No

How often would you be interested in volunteering? Weekly Monthly As Needed

What are other activities you would be interested in doing that are not listed?

Would you like to receive more information about joining a Board Committee? Yes No

If yes, which board committee? Finance Marketing Development

Please return this form via email to Lizzie at lhowald@mcconnellarts.org or in person to the Administrative Offices on the second floor.

Cohort Details

Arts Enchanted Evening – *Special Event, time commitment varies*

- Report to Development Director Kim Goodman to assist with décor preparations, building set-up, event staffing, and event tear down

Arts Festival – *Special Event, time commitment varies*

- Report to Festival Coordinator Lizzie Howald to assist with volunteer recruitment, lead volunteer teams during festival, share flyers and marketing information

Building Maintenance – *As needed*

- Assist with building maintenance projects, such as wall repairs and painting, general cleaning, building upkeep

Community Outreach – *As needed*

- Represent the MAC at community events and festivals, set up a table or booth with marketing materials and be ready to answer questions and advertise the MAC!
- Attend community meetings on behalf of the MAC
- Work youth/community outreach and service events

Events – *As needed, opportunities available weekly*

- Assist in running MAC programs and events such as concerts, films, and performances
- These events require front desk greeters, bar service staff, and ushers

Front Desk – *Set time, weekly*

- This is a recurring volunteer opportunity. Sign up for a morning, afternoon, or evening slot Tuesdays-Fridays. This volunteer will sit at the front desk, take phone calls, track attendance, and will be assigned administrative projects as needed
- Use of computer, database, and phone system is required for this position

Photography/ Archival – *As needed, opportunities available weekly*

- Attend MAC events to take photos and videos
- Archive photos (that either you took or received from a volunteer who photographed) on the MAC server

School Tours – *3-4 times per year, academic school year*

- Assist Program Director Michelle Tavenner in planning and operating tours for local students
- Experience with children recommended

Weeding Warriors – *Once per week April-October*

- Assist in weeding and general garden maintenance outside of the MAC building. Assist in notifying local gardening groups for additional volunteer support

Interested in being a Committee Captain? – *Monthly meeting in addition to committee needs*

- Committee Captains will meet with a designated staff member on a more regular basis to review upcoming needs and work on long term plans for special projects. Captains will assist with new volunteer recruitment, existing volunteer communication, and serve as team leads for special projects. We ask that committee captains serve for 1 year in their position.