

The Cleve Carney Museum of Art and McAninch Arts Center welcome dedicated, reliable and enthusiastic people who want to experience Frida Kahlo from the inside – as a volunteer! There are many opportunities and roles for volunteers during the Frida Kahlo 2020 exhibit.

Volunteer positions are varied and flexible. We ask that all volunteers commit to two months of service and be available weekday and weekend shifts.

Volunteers are unpaid, but that doesn't mean you won't be rewarded. The cultural perks you'll enjoy as a volunteer include: vouchers for every shift worked offering discounts to use at the MAC Box Office and invitation to annual volunteer appreciation dinner including prizes and gifts for all volunteers.

Please review each role descriptions before submitting your application and let us know how you would most like contribute.

Sign Up

Application process will open in January 2020. If you have any questions, contact Rob Nardini nardinir@cod.edu. Please note that submitting an application does not guarantee your acceptance as a volunteer.

Greeters and Access

Enthusiastic and outgoing, this volunteer is the face of the MAC. Greeters help at various locations throughout the MAC. They make sure that everyone who walks through our doors is greeted warmly and has the most up-to-date information available about the MAC and the exhibit and its programming. These volunteers will:

- Must be able to stand designated locations to welcome guests for long periods of time
- Assure that the MAC and Museum is safe and accessible to our visitors while providing exceptional customer service
- Orient visitors to the Box Office or admission area and aid in line management when needed
- Daily responsibilities will vary based on visitor attendance. Activities will include greeting visitors, helping with directions, assisting with describing exhibit layout, answering questions, handing out flyers/information when necessary, assisting with coat check, assisting with procedures for timed ticket entry, and reminding visitors of policies when necessary.

(6) Access Locations:

- MAC front entrance
- Top Stairs near Door 4
- Bottom Stairs near Door 2
- MAC rear entrance at Lakeside Pavilion
- Children Area - Saturday & Sundays only
- Coat Check

Requirements & Qualifications:

- Must be 18 years of age or older
- Must commit to two months during the three-month exhibit
- Background checks are required for all volunteers
- Should be able to stand and walk comfortably for the duration of the shift
- Ideal candidates are outgoing, friendly, enthusiastic, able to work independently
- Must be alert for security and safety issues and when necessary, greeters should be firm but diplomatic in requiring visitors to follow MAC policies and procedures

Training:

- Attend a 3-hour training session, offered in April and May
- Topics covered: Overview of Frida Kahlo and her life; Details and locations of exhibit experience including Lobby Timeline, Photo Exhibit, Art Exhibit, Poetry Garden and Children's area; Security and Safety procedures; Schedule of lectures and family programming; FAQ

Volunteer Hour Minimums:

- Each shift is 4.5 hours
- Sign up for minimum (4) shifts/month
 - Shifts begin mid-May through end of August 2020
 - Seeking volunteers to fill weekday shifts first

Shifts: Volunteers need to arrive 15 minutes prior to start of shift

- Morning: 9:30am – 2pm
- Afternoon: 2 – 6:30 pm
- Thursday Evening: 6:30 – 10:30 pm

Dress code

- Black pants, skirts, capris with plain white shirt (no logos)
- No jeans or athleisure wear, No flip-flops
- Greeters will be provided with MAC Vest when volunteering

Docents

As an integral part of the MAC's education programs, volunteer docents lead interactive tours for groups of all ages. Docents provide visitors with opportunities to learn about, discuss and reflect upon the meaning of the work. The role of Docents for the Frida Kahlo 2020 exhibit includes:

- Share their passion for history, art and deliver accurate information
- Help visitors understand and interpret the art, provide context and history of the artist and art
- Work with groups of all ages
- Be able to stand and walk for long periods of time
- Ideally, proficiency in English and Spanish

Requirements & Qualifications

- Preferred experience and/or training in education
- Background checks are required for all volunteers
- Should be able to stand and walk comfortably for the duration of the shift
- Ideal candidates are outgoing, friendly, enthusiastic, able to work independently
- Must be alert for security and safety issues and when necessary, should be firm but diplomatic in requiring visitors to follow MAC policies and procedures

Training:

- Attend a Volunteer Training session, offered in April and May
- Attend a Docent Training, offered in April and May
- Topics covered in Docent Training: Historical Timeline in detail, Details of exhibit experience including Lobby Timeline, Photo Exhibit, Art Exhibit, Poetry Garden and Children's area; Security and Safety of the exhibit and patron; Schedule of lectures and family programming

Volunteer Hour Minimums:

- Sign up for minimum (4) tours/month
 - Tours will be schedule during weekdays
 - Tours will be given to groups ranging in sizes 10-40 max.

Shifts: Volunteers need to arrive 30 minutes prior to tour. Tours expected to last 60-90 minutes depending on group size.

Dress code

- Business Casual
- No jeans or athleisure wear, No flip-flops

Visitor Experience Surveys

Volunteers will conduct visitor feedback surveys that collect integral data through demographic information, as well as visitor perceptions on a range of topics. Surveys aim to be direct and visitor-friendly. Lastly, the surveys will contribute to the development of future initiatives. The role of the Visitor Experience Survey includes:

- Must be iPad proficient
- Able to stand continuously for three hours
- Strong interpersonal skills with the ability to easily interact with the public
- No previous survey experience is necessary.

Locations:

- MAC rear area inside
- Children Area - Saturday & Sundays only
- Lakeside Pavilion near Poetry Garden

Requirements & Qualifications:

- Must be 18 years of age or older
- Must commit to two months during the three-month exhibit
- Background checks are required for all volunteers
- Should be able to stand and walk comfortably for the duration of the shift
- Ideal candidates are outgoing, friendly, enthusiastic, able to work independently

Training:

- Attend a volunteer 3-hour training session, offered in April and May
- Attend a 1-hour Survey Training
- Topics covered: Overview of Frida Kahlo and her life; Details and locations of exhibit experience including Lobby Timeline, Photo Exhibit, Art Exhibit, Poetry Garden and Children's area; Security and Safety procedures; Schedule of lectures and family programming; FAQ

Volunteer Hour Minimums:

- Each shift is 4.5 hours
- Sign up for minimum (4) shifts/month
 - Shifts begin mid-May through end of August 2020
 - Seeking volunteers to fill weekday shifts first

Shifts: Volunteers need to arrive 15 minutes prior to start of shift

- Morning: 9:30am – 2pm
- Afternoon: 2 – 6:30 pm
- Thursday Evening: 6:30 – 10:30 pm

Dress code

- Black pants, skirts, capris with plain white shirt (no logos)
- No jeans or athleisure wear, No Flip-flops
- Survey Volunteers will be provided with MAC Vest when volunteering