



Volunteer Program



200 West Jones Avenue

San Antonio, Texas 78215

www.samuseum.org

Volunteer Coordinator:

210.978.8138

tours@samuseum.org

Volunteer Opportunities

Volunteers may serve as a **Docent**, **Event Volunteer**, or an **Intern**.

To apply for a position as a...

Docent: Submit Volunteer Application and a Letter of Interest

Event Volunteer: Submit Volunteer Application

Intern: Submit Volunteer Application, Resumé and Letter of Interest

Send completed application materials to:

Volunteer Coordinator
San Antonio Museum of Art
200 West Jones Avenue
San Antonio, TX 78215

Applications are accepted at all times, but assignment is made only as the need arises. All volunteer positions are unpaid. An interview is required. We reserve the right to order background checks on potential volunteers.

Docent

Docents lead tours and workshops for children, adults, and teachers. Becoming a docent is a 2-year commitment: 1 year of training and a minimum of 1 year leading tours. Availability during the weekday hours is essential. Docents are expected to become a museum member at whatever level is comfortable for them.

New docent training begins each fall with a 5 day orientation. Training continues throughout the school year, usually on Mondays from 10am-2pm. Training focuses on our collection, age-appropriate tour techniques, inquiry methods, and gallery activities. Once training is completed, docents are expected to commit to giving tours one 1/2 day per week during the school year and occasionally throughout the summer for a minimum of 1 year.

We need enthusiastic people who enjoy public speaking, and working with people of various ages including school-age children. Docents must have a sincere interest in art and history, though no formal background is needed in either area. While docents may have favorite areas in the museum, all docents must be willing to learn and tour the entire museum.

Event Volunteer

Event Volunteers are needed to assist staff of various departments during night, weekend and day-time events, programs or clerical work. The need for Event Volunteers varies and they are contacted as required throughout the year. The flexibility of this volunteer position works well with individuals who work or attend school full time.

Event Volunteers are encouraged, but not required to become a museum member at whatever level is comfortable for them.

Intern

Interns assist staff members in various departments with computer tasks, filing, research, and special projects. The time commitment as an Intern varies with each project and the needs of the staff.

This position is recommended for college students who need to fulfill an Internship requirement—students are responsible to make special arrangements through their university to earn college credits.

Interns are encouraged, but not required to become a museum member at whatever level is comfortable for them.

Volunteer Application

Send completed application materials to:
Volunteer Coordinator
San Antonio Museum of Art
200 West Jones Avenue
San Antonio, TX 78215

Date	Date of Birth

Name	

Address	

City/State/Zip	
_____ X _____	
Daytime Phone	Evening Phone

Mobile Phone	

E-mail Address	

Area of Volunteer Interest:

- Docent
- Event Volunteer
- Intern (Circle all that apply)
- | | |
|---|---|
| <input type="checkbox"/> Curatorial | <input type="checkbox"/> Finance/Admin |
| <input type="checkbox"/> Education | <input type="checkbox"/> Exhibits |
| <input type="checkbox"/> Development/Membership | <input type="checkbox"/> Registrar |
| <input type="checkbox"/> Public Relations/Marketing | <input type="checkbox"/> Security/Rentals |

Availability:

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

Time Preference:

- Morning
- Afternoon
- Evening

Duty Preference:

- Weekly
- 1-3 Days per Month

Education

School/Degree	Subject	

City	State	Phone

School/Degree		

City	State	Phone

Employment History

Employer		

Position	Dates of Employment	

City	State	

Supervisor	Title	Phone

Employer		

Position	Dates of Employment	

City	State	

Supervisor	Title	Phone

Volunteer Experience

Organization	Dates of Experience	

City	State	

Supervisor	Phone	

Organization	Dates of Experience	

City	State	

Supervisor	Phone	

References (Professional or Volunteer)

Name	Relationship	Phone

Name	Relationship	Phone

Skills and Interests (Check all that apply):

- Art History
- Arts and Crafts
- Clerical
- Community Outreach
- Computer Skills _____
- Hospitality
- Language _____

Qualifications

Describe specific skills, interests, and goals that you would contribute to a Volunteer Position at SAMA:

I certify that the information provided is true and correct and I release the San Antonio Museum of Art, its officers, agents and employees from any liability associated with the processing of this application.

Signature Date

For Office Use Only

This applicant is interested in a position as an **Intern** with your department. Please review Application Materials.

Interview date/time Interviewer

Notes:

Volunteer Position: _____

SAMA Supervisor: _____

Department: _____

Start Date: _____

Expected End Date: _____