

Date: \_\_\_\_\_

# ALPHARETTA ARTS CENTER

## VOLUNTEER APPLICATION

Name: \_\_\_\_\_  
FIRST M.I. LAST

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_

Cell Phone: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

Why are you interested in becoming a volunteer for the Alpharetta Arts Center?

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### What kind of volunteer work do you wish to pursue with the Alpharetta Arts Center?

*(Please choose up to 3 categories. Descriptions provide examples of various activities)*

**Gallery Assistants**

*(helps to research and coordinate artists; may help to hang art; add signage; curates artists/themes; and/or coordinates with director)*

**Special Events & Fundraising**

*(helps determine objectives/goals for events; schedules events and coordinate activities; identifies prospective attendees + donors; works with marketing group to promote; researches vendors, contributors, performers, and/or coordinates patio performances, lighting, sound and seating)*

**Furniture & Tech Helpers**

*(moves heavy equipment and furniture such as looms, kilns, tables/chairs, easels, etc.; sets up audio visual as needed and ensures all lighting, electrical and sound is working; and/or is familiar with digital lab hardware/software & can troubleshoot as needed)*

**Workshop Coordinators**

*(helps identify popular workshop offerings and presenters; develops workshop objectives and coordinates presenter schedules, pricing; works with marketing/PR for awareness & attendees)*

**Class Programming and Registration**

*(gauges interest in specific class offerings with students, community, schools, businesses; conducts and tabulates class evaluation surveys; help to recruit top instructors; shares success story testimonials through social media & with marketing; and/or helps with student registrations)*

**Art Supplies & Equipment**

*(organizes supplies and helps with inventory; assists with setup of materials; coordinates maintenance of equipment / schedules; helps to identify digital lab & AV needs/licenses)*

**Marketing**

*(identifies promotional opportunities; helps develop a marketing plan & creative tactics; actively posts on social media; website updates; content; SEO; metrics; and/or helps with email blasts & database)*

**Arts Center Booster Group**

*(develop by-laws; organizes and oversees VIP and community special events; determines best fundraising ideas; helps recruit and oversees grant writers; works to raise awareness and public/corporate funding for the Arts Center)*

*\*Note: Some volunteer positions may require a background check). Please flip over — more questions on back of this form.*

**Front Desk Receptionist / Volunteer Coordinator**

*Note; This may be a volunteer to start and later a paid part-time position.*

- Maintains schedules for key volunteers and backup support
- Helps to recruit new volunteers with Arts Alpharetta
- Solid knowledge of Excel; updates database; shares with marketing
- Develops onboard training of volunteers; coordinates and/or leads onboarding sessions
- Works with city staff to identify security needs, responsibilities and rules

Please circle DAYS you are available:    SUN    MON    TUES    WED    THURS    FRI    SAT

Please circle TIMES you are available:    Morning    Mid-day    Afternoon    Evenings

How many hours can you commit to?    \_\_\_\_\_ a week    OR    \_\_\_\_\_ a month

Please list present & previous volunteer experience and length of time with each organization.

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Special skills or training: \_\_\_\_\_

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If you are presently employed, please state your employer's name and address:

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How did you hear about us? (*eg: volunteer, friend, co-worker, student, website, newspaper*)

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Personal reference: Name: \_\_\_\_\_ Phone: (    ) \_\_\_\_\_

Emergency contact: Name: \_\_\_\_\_ Phone: (    ) \_\_\_\_\_

***Thank you for your interest in volunteering at the Alpharetta Arts Center!***

Please complete form, scan and email to [Info@ArtsAlpharetta.org](mailto:Info@ArtsAlpharetta.org) or mail to **Clark Savage, 352 Pebble Trail, Alpharetta, GA 30009**

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**OFFICE USE** Interview Date: \_\_\_\_\_ Interviewed By: \_\_\_\_\_

Volunteer Position(s): \_\_\_\_\_

Comments: \_\_\_\_\_

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