

# 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?

\_\_\_\_\_

\_\_\_\_\_

### 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)*

☐ **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      Mld-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** 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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