



VOLUNTEER APPLICATION

Thank you for your interest in the Houston Center for Contemporary Craft!
Please fill out the following information completely and return to:
HCCC 4848 Main St. Houston, Texas 77002 (fax 713.529.1288)

HOUSTON
CENTER
FOR
CONTEMPORARY
CRAFT

PERSONAL

Last name: _____
First name: _____ Initial: _____
Address: _____
City: _____ State: _____ Zip: _____
Home phone: _____ Business phone: _____
Fax: _____ E mail: _____

Age: Under 21 21-35 35-59 60+

Ethnicity (this is optional, however some HCCC funding is based on ethnicity)

African American Hispanic/Latino Asian/Pacific American Anglo Other _____

EMPLOYMENT BACKGROUND

Current or most recent employer: _____
Position: _____
Address: _____ Phone: _____

EDUCATIONAL BACKGROUND

High School: _____ College: _____ Graduate School: _____
Areas of Study/Degree(s): _____

Foreign Language (specify only if fluent): _____
Would you feel comfortable giving a tour in this/these languages? _____

Are you a Member of Houston Center for Contemporary Craft? Yes No

How did you find out about our volunteer opportunities: _____

Previous volunteer experience: _____

Tell us about yourself: _____

How would you describe your ideal volunteer position? _____

Please tell us why you would like to become involved at HCCC: _____

Please indicate the times you are available to volunteer:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							

VOLUNTEER INTERESTS: (please check all that apply)

- | | | |
|--|---|---|
| <input type="checkbox"/> Retail gallery | <input type="checkbox"/> Mailings | <input type="checkbox"/> Development |
| <input type="checkbox"/> Gallery attendant | <input type="checkbox"/> Special Events | <input type="checkbox"/> Public Relations |
| <input type="checkbox"/> Docent | <input type="checkbox"/> Computer entry | <input type="checkbox"/> Administrative |
| <input type="checkbox"/> Workshop assistant | <input type="checkbox"/> Membership | <input type="checkbox"/> Photography |
| <input type="checkbox"/> Website Maintenance | <input type="checkbox"/> Exhibitions | <input type="checkbox"/> Research |
| <input type="checkbox"/> Translation of materials into other languages | | <input type="checkbox"/> Driving/Errands |

SKILLS: (please check all that apply)

- | | | |
|--|--|---|
| <input type="checkbox"/> Craft-medium_____ | <input type="checkbox"/> Computers | <input type="checkbox"/> Secretarial |
| <input type="checkbox"/> Teaching | <input type="checkbox"/> Public Speaking | <input type="checkbox"/> Writing |
| <input type="checkbox"/> Photography | <input type="checkbox"/> Graphics | <input type="checkbox"/> Event Planning |
| <input type="checkbox"/> Sign Language | <input type="checkbox"/> Sales | <input type="checkbox"/> Typing |

Other skills:_____

HCCC will provide for you:

- Beneficial and life-enriching experiences.
- Comprehensive orientation and general training sessions plus any specialized training for specific jobs, such as docents and interpreters.
- Opportunities for professional development and social interaction with volunteers, artists and art professionals.
- An opportunity to learn about Craft in the past and the present and be apart of its future.
- Opportunity for resume building.
- Acquire new and improve existing skills.
- Receive personal satisfaction and expand your horizons!

HCCC asks that you:

- Attend a scheduled orientation, training class and tour of the Center.
- Choose an assignment within your abilities, interests and time.
- Conduct yourself in an appropriate and ethical manner at all times when dealing with visitors, staff and exhibitions.
- Ask questions!
- Be prompt and reliable in reporting for assignment, tours, meetings and training sessions
- If unable to report for an assignment, contact the appropriate staff member as far in advance as possible.
- Understand that irregular attendance, poor performance, or failure to cooperate with HCCC's policies may be interpreted as a volunteer's desire to resign.

By signing below, I acknowledge the above responsibilities and allow HCCC to conduct a background search directly related to my volunteer duties at HCCC.

Volunteer name (please print):_____

Volunteer signature:_____ Date:_____