



# GILMORE CAR MUSEUM

## VOLUNTEER APPLICATION

First & Last Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

REQUIRED—Email Address: \_\_\_\_\_

All communication is done by email, including scheduling, cancellations, updates, etc.

Do you speak a foreign language?  YES  NO If yes, which language(s)? \_\_\_\_\_

How did you learn about the Gilmore Volunteer Program? \_\_\_\_\_

Name of most current/previous employer? \_\_\_\_\_

Please list your most recent volunteer projects: \_\_\_\_\_

In case of an emergency, please contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Relationship: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Days Available (please circle):

*Monday Tuesday Wednesday Thursday Friday*

### Times Available (please circle, or fill in for other):

*Morning Afternoon Hours: \_\_\_\_\_*

*FOR OFFICE USE ONLY*

Reviewed By: \_\_\_\_\_

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

Area/Location: \_\_\_\_\_

**Turn page over for a list of  
Gilmore Volunteer opportunities!**



## **VOLUNTEER OPPORTUNITIES**

### **Administration**

- \* Reception desk - answering the Museum's main phone line, greeting office visitors
- \* Assisting with mailings, distributing marketing materials
- \* Provide administration support for Museum staff when and where necessary

### **Development / Education**

- \* Grant writing and research
- \* Taking photographs during special events, car shows, etc.
- \* Curriculum planning and development (Wednesdays, 9:30am-12:00pm)
- \* K-12 School Tours

### **Gallery Hosts / Weekday Docents**

- \* Greet guests, interact with Museum visitors, assist with wayfinding
- \* Be polite and knowledgeable, share the history of the Museum and collection
- \* Walk through Museum galleries, provide light security for vehicles on display and support for Museum staff when necessary

### **Library/Archives**

- \* Data entry (must have experience in Microsoft Excel)
- \* Sorting, filing, shelving, etc.

### **Maintenance - Buildings and Grounds**

- \* Seasonal gardening - planting, weeding, watering, pruning, mulching, clean-up, etc.
- \* Painting - window trim, picnic tables, benches, etc.
- \* Cleaning - windows, sweeping, dusting, etc.

### **Maintenance - Automobiles**

- \* Upkeep and maintenance of Museum's display cars and fleet vehicles
- \* Service Shop, for those with mechanical experience (Mondays Only)

### **Special Events / Car Shows**

- \* Assist with parking detail, wayfinding, directing patrons to appropriate entrances during car shows, meets, and special events
- \* Driving shuttles (training and approval required)
- \* Special events - Assist with onsite fundraisers like Pint with the Past, Spooktacular, etc.