



MIT M U S E U M

Building N52
265 Massachusetts Avenue
Cambridge, Massachusetts
02139-4807

Phone: 617.253.4444
Fax: 617.253.8994

VOLUNTEER APPLICATION

Date of Application: _____

Personal Information:

First Name: _____ Middle Initial: _____ Last Name: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone (including area code): (____)____ - _____

Email Address: _____ Fax: _____

Occupation: _____ Employer: _____

Work Address: _____

City: _____ State: _____ Zip Code: _____

Work Phone (including area code): (____)____ - _____ Ext. _____ Fax: _____

Work Email Address (if different from home): _____

What is the best time to reach you? Which form of contact do you prefer?

Time: _____ am or pm Phone: (____)____ - _____ or Email: _____

Emergency Contact Information:

(If you are under 18 you must list a parent or legal guardian.)

Name: _____ Relationship: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: (____)____ - _____ Email: _____

Participants may be photographed, videotaped, or filmed for educational, archival, and public relations purposes for the MIT Museum or the Massachusetts Institute of Technology.

Your Signature: _____

If you are under 18:

Please provide: Age _____ Date of Birth ____/____/____

A parent or legal guardian must sign this application.

Signature: _____ Print Name: _____

Contact Information (if different from above): _____

Education:

Highest degree earned: _____ Major field(s) of study: _____

If you are still in college, please indicate if you are:

Undergraduate: _____ What year? _____ Major: _____

Graduate: _____ What year? _____ Field: _____

If you are still in high school, please indicate your current grade: _____

Special Skills: (Check all that apply)

General Skills:	Highly skilled	Some Experience
Academic Research	<input type="checkbox"/>	<input type="checkbox"/>
Architecture	<input type="checkbox"/>	<input type="checkbox"/>
Archives/Records Mgmt	<input type="checkbox"/>	<input type="checkbox"/>
Art History	<input type="checkbox"/>	<input type="checkbox"/>
Education/Curriculum Dev.	<input type="checkbox"/>	<input type="checkbox"/>
Education/Classroom Aid	<input type="checkbox"/>	<input type="checkbox"/>
Engineering	<input type="checkbox"/>	<input type="checkbox"/>
Fundraising/Special Events	<input type="checkbox"/>	<input type="checkbox"/>
Graphic Design	<input type="checkbox"/>	<input type="checkbox"/>
Holography	<input type="checkbox"/>	<input type="checkbox"/>
Librarianship	<input type="checkbox"/>	<input type="checkbox"/>
Maritime History	<input type="checkbox"/>	<input type="checkbox"/>
Model Building	<input type="checkbox"/>	<input type="checkbox"/>
MIT History	<input type="checkbox"/>	<input type="checkbox"/>
Photography	<input type="checkbox"/>	<input type="checkbox"/>
Public Relations	<input type="checkbox"/>	<input type="checkbox"/>
Science History	<input type="checkbox"/>	<input type="checkbox"/>
Scientist	<input type="checkbox"/>	<input type="checkbox"/>
Secretarial	<input type="checkbox"/>	<input type="checkbox"/>
Teaching	<input type="checkbox"/>	<input type="checkbox"/>
Technology History	<input type="checkbox"/>	<input type="checkbox"/>
Transcription	<input type="checkbox"/>	<input type="checkbox"/>
Visitor Services	<input type="checkbox"/>	<input type="checkbox"/>
Writing/Editing	<input type="checkbox"/>	<input type="checkbox"/>
Other (Please Specify)	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>

Computer Skills:

	Highly Skilled	Some Experience
Microsoft Word™	<input type="checkbox"/>	<input type="checkbox"/>
Other Word Processing	<input type="checkbox"/>	<input type="checkbox"/>
Filemaker Pro™	<input type="checkbox"/>	<input type="checkbox"/>
Other Databases	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Excel	<input type="checkbox"/>	<input type="checkbox"/>
Other Spreadsheets	<input type="checkbox"/>	<input type="checkbox"/>

Computer Skills *Continued:*

	Highly Skilled	Some Experience
Adobe Photoshop®	<input type="checkbox"/>	<input type="checkbox"/>
Adobe Pagemaker®	<input type="checkbox"/>	<input type="checkbox"/>
Dreamweaver	<input type="checkbox"/>	<input type="checkbox"/>
HTML	<input type="checkbox"/>	<input type="checkbox"/>
Programming (What languages?)		
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
Other (Please Specify)		
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>

Language Skills:

Foreign Language (please specify)		
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
Sign Language	<input type="checkbox"/>	<input type="checkbox"/>

Other Skills: Please tell us about other special skills, interests or experiences in your background that might be of interest to the museum.

Area of interest:

Finding the right assignment will involve matching your skills and interests with the needs of the museum. Each prospective volunteer will be interviewed individually by a member of the staff. Below, we invite you to give us some idea of the type of work that you would be especially interested in discussing.

Administrative/General Office Support	<input type="checkbox"/>
Archival	<input type="checkbox"/>
Collections Management	<input type="checkbox"/>
Computer	<input type="checkbox"/>
Conservation	<input type="checkbox"/>
Curatorial/Reference	<input type="checkbox"/>
Development	<input type="checkbox"/>
Education	<input type="checkbox"/>
Photography/Digital Imaging/Scanning	<input type="checkbox"/>
Public Affairs	<input type="checkbox"/>
Public Programs/Family Programs	<input type="checkbox"/>
Visitor Services/Functions	<input type="checkbox"/>

I prefer to be: Behind-the -Scenes Work with the public

Previous Museum (or related) Experience:

You may also submit a resume with this application. (Not Required)

Availability and Commitment:

In general the museum requires volunteers to contribute a minimum of 50 hours per year. Some volunteers affiliated with special programs will work fewer hours or for a shorter duration (eg: high school students completing a 20 hour service requirement or volunteers with the MIT Museum’s FAT and FAST programs). The actual period of service and hours will be determined in consultation with the museum staff.

Please list days and times that you are available. The MIT Museum is open Tuesday - Friday, 10 am to 5 pm and Saturday and Sunday, Noon to 5 pm.

Day(s): _____ Time(s): _____
I am available to volunteer beginning: _____ through: _____

What would you like to gain from your volunteer experience at the MIT Museum?

References:

Please list names and contact information for two people who will provide references for you:

	Name	Title or Relationship	Phone/Email
Reference 1:	_____	_____	_____
Reference 2:	_____	_____	_____