



**Gallery Assistant Manager  
& Volunteer Coordinator**  
**gallery@floridacraftart.org**

501 Central Ave., St. Petersburg, FL 33701  
727-821-7391 www.floridacraftart.org

## Volunteer Application

**Name:** \_\_\_\_\_

Please include all surnames and maiden name for background check.

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone: Day** ( ) \_\_\_\_\_ **Evening Phone:** ( ) \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Are you over the age of 18?** Yes  No  **Birthday** (month / day/year): \_\_\_\_\_

\_\_\_\_\_ **Parent's Signature is required for approval for volunteers under the age of 18.**

**I would like to volunteer in the following areas:** (check all that apply)

- Gallery Host/Hostess** (Greet patrons, sales with P.O.S, provide information, answer phone)
- Seasonal Gallery Host/Hostess** (Provide extra gallery help during the busy holiday season when gallery hours are extended)
- Gallery Display and Maintenance** (Help put up and take down exhibitions, painting, display changes in the retail gallery, etc.)
- Special Events** (Host/Hostess, serving, bartending, etc., for fundraisers, gallery hops, lectures and openings)
- Marketing & Public Relations** (Bulk mail, poster distribution)
- Administrative Assisting:** ( Hands on and/Computer work: research, phone calling, writing, filing, etc. assist Executive Director, assist Business Manager)

**I can volunteer:**

\_\_\_\_\_ Weekly \_\_\_\_\_ Bi-Weekly \_\_\_\_\_ Monthly \_\_\_\_\_ Special Events \_\_\_\_\_ as needed basis

\_\_\_\_\_ Seasonally, please specify season \_\_\_\_\_

**Please circle the days you are able to volunteer:**

Monday Tuesday Wednesday Thursday Friday Saturday Sunday (during the holidays only)

**Please circle time of day you can volunteer:** (10 a.m. – 2 p.m.) (2 p.m. – 5:30 p.m.)

Evenings (between 5:30 p.m. – 9 p.m.)

**Please tell us why you wish to volunteer:**

---

---

---

---

**Please tell us any applicable skills you have:**

<input type="checkbox"/> Arts and Mediums	<input type="checkbox"/> Advocacy/Promoting	<input type="checkbox"/> Photography
<input type="checkbox"/> Clerical/Administrative	<input type="checkbox"/> Leadership	<input type="checkbox"/> Public Speaking
<input type="checkbox"/> Computers & Technology	<input type="checkbox"/> Grant Writing	<input type="checkbox"/> Adobe Suite
<input type="checkbox"/> Editing/Writing	<input type="checkbox"/> Social Media	<input type="checkbox"/> Sales/Retail
<input type="checkbox"/> Small Repairs/Maintenance	<input type="checkbox"/> Microsoft Word <input type="checkbox"/> Microsoft Publisher	<input type="checkbox"/> Training/ Education <input type="checkbox"/> Research

Other: \_\_\_\_\_

Please list all languages you are fluent in with primary language listed first:

---

**Please tell us a little bit about yourself such as: Where else do you volunteer? What is (or was) your current job or focus? What other organizations have you been a part of that you care about? What are your hobbies? What motivated you to volunteer at our gallery?**

---

---

---

---

---

---

---

---

---

---

**Emergency Contacts:**

**Contact #1**

First & Last Name \_\_\_\_\_

Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Relationship \_\_\_\_\_

**Contact #2**

First & Last Name \_\_\_\_\_

Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Relationship \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Background checks:** Florida CraftArt reserves the right to run background checks on employees and volunteers to protect the interests of Florida CraftArt and its members. Thank you for your interest in Florida CraftArt. If you have any questions, please call (727) 821-7391.