



# MARYLAND CENTER FOR THE ARTS

## Volunteer Contact Information

### Please Print Clearly

Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Emergency Contact (Name and Phone): \_\_\_\_\_

### Please mark all that apply.

#### Work Day Preferences

- Weekdays/Morning (Indicate which day(s) \_\_\_\_\_)
- Weekdays Afternoon (Indicate which day(s) \_\_\_\_\_)
- Weekends
- Work from Home

#### Specific Areas of Interest

- General Office Assistance (copying, filing, etc.)
- Making and Receiving Phone Calls
- Events Management
- Working Events (Dancing for the Arts Gala, Plein Air Arts Festival, Book Fair, Summer Events)
- Fundraising

#### Arts Talents

- Singer
- Artist
- Musician
- Photographer
- Dancer
- Sculptor
- Arts and Crafts
- Actor
- Storyteller
- Other \_\_\_\_\_

#### Preferred People Skills

- Work Well with Children
- Work Well with Teens
- Work Well with Adults
- Work Well with Special Needs People
- Experience with Public Speaking

#### Preferred Work Environment(s)

- Prefer Working Alone/ Independent Projects
- Enjoy Working with Others/in a Group

#### Office Skills:

- Filing
- Mass Mailings
- Copier/Fax
- Writing
- Proof Reading/Editing
- Other \_\_\_\_\_

#### Computer Skills:

- Data Entry
- Word Processing (Word\_
- Presentation (PowerPoint)
- Spreadsheet (Excel)
- Photoshop/Graphics Programs
- Web Research

Other Software Programs \_\_\_\_\_

Please list any other skills or preferences about which you would want us to know.

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\_\_\_\_\_