



# BANNEKER-DOUGLASS MUSEUM

## VOLUNTEER APPLICATION

The Banneker-Douglass Museum Volunteer Program is designed to enhance the daily activities of the museum, assist the BDM staff with their endeavors as well as be active by participating in museum events. This is accomplished by volunteers sharing their gifts and talents in assisting with the presentation of educational, historical, facts of African American ancestry to the citizens of the community through the museum.

### Personal Information

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Do you verify that you are over the age of 14?: \_\_\_\_\_ Email address: \_\_\_\_\_

### Area of Interest

**Docents (Tour Guides):** Provide daily interactive tours to the general public and school groups. Provide interpretation of the Museum's wealth of exhibits and information.

**Library Assistant:** Help keep our holdings organized and accessible with such projects as updating the catalog, maintaining the vertical file, or digitizing delicate materials.

**Archives Assistant:** Help to preserve and improve access to historical documents & photographs by creating descriptive inventories of selected collections.

**Library Publicity:** Help to promote our collection by assisting with the production of access/publicity. Tools, such as the library newsletter, book marks, and annotated bibliographies.

**Program Assistant:** Don't have much time to volunteer? Assist with planning and providing public programs at the museum and locations throughout Maryland during the year.

**Curatorial Assistant:** Assist with researching and cataloging objects in the BDM museum collection and potential donations to the collection. Work involves photographing objects and creating digitized images for collection database.

**Office Work Assistant:** Provide clerical within the BDM. Work involves organizing materials, file, data entry, and assist in any duties needed to streamline workflow such as manage front desk.

**Outreach Assistant:** Help promote Banneker-Douglass Museum by assisting with the production of publicity tools, such and projects ranging from bookmarks to social networking.

**General Museum Assistant:** Interested in opportunities beyond what's listed? Contact us and we'll share the various duties that are available.

**Volunteer from Home:** Send us newspaper and magazine clippings by and about Maryland's African American history a culture

### Days/hours available to work

No Pref. \_\_\_\_\_  
Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_  
Thursday \_\_\_\_\_ Friday \_\_\_\_\_  
Saturday \_\_\_\_\_ Sunday (Summer) \_\_\_\_\_

### Skills:

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## Previous Employment and Volunteer History

### Employment History

Company Name: \_\_\_\_\_

Title: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Company Name: \_\_\_\_\_

Title: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

### Volunteer History

Organization: \_\_\_\_\_

Title: \_\_\_\_\_ Duties: \_\_\_\_\_

Dates: \_\_\_\_\_

Organization: \_\_\_\_\_

Title: \_\_\_\_\_ Duties: \_\_\_\_\_

Dates: \_\_\_\_\_

## Brief Replies

Why do you wish to volunteer at Banneker-Douglass Museum?

What do you think qualifies you best to be a BDM volunteer?

What else would you like us to know?

## References

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_ Relationship: \_\_\_\_\_

## Emergency Contact

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

Telephone: \_\_\_\_\_

Relationship: \_\_\_\_\_

Have you ever been convicted of any crime other than a minor traffic violation?  Yes  No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

I certify that all the information on this application is accurate and complete to the best of my knowledge and understand that misleading or false statements will constitute sufficient cause for refusal of hire or termination of my services.

As a volunteer, I understand that I am subject to a background check and authorize the State of Maryland to investigate information concerning my education, employment experience, criminal record and all other aspects of my background relevant to the position. Additionally I authorize the release of this information by the appropriate agencies to the investigative service.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Please return completed application to the Outreach Coordinator by mail, email, or fax to the contact information listed below.

Mail: Banneker-Douglass Museum | 84 Franklin Street | Annapolis, Maryland 21401

Email: bannekerdouglassmuseum@gmail.com

Fax: (410) 974-2553