

VOLUNTEER APPLICATION FORM (CONTINUED)

What do you think best qualifies you to be a Kennedy Center volunteer?

Please list any volunteer affiliations:

Will there be any conflict between your commitment to the Friends of the Kennedy Center and your other activities?

Please list two local references who are not relatives:

1. _____ day# _____ eve# _____

2. _____ day# _____ eve# _____

Person to contact in case of emergency:

Name: _____ day# _____ eve# _____

Address: _____

Relationship to you: _____

Where did you hear about volunteering for the Friends of the Kennedy Center?

- Visiting the Kennedy Center Kennedy Center volunteer Kennedy Center Web site
 Kennedy Center News Newspaper _____ VolunteerMatch Web site
(Please specify which one) Recruitment event _____

You are not required to answer the following questions. The information provided will be used for research purposes only:

Racial-Ethnic Information:

- Caucasian
 African American
 Hispanic
 Asian or Pacific Islander
 Native American
 Other

female male

Age range:

- 18-23 42-50
 24-29 51-56
 30-35 57-62
 36-41 63-68
 over 69

Are you a Kennedy Center member? Yes No [see special offer, enclosed.]

PLEASE RETURN VOLUNTEER APPLICATION FORM TO:

email: volunteers@kennedy-center.org
fax: (202) 416-8775
mail: The Friends of the Kennedy Center
The John F. Kennedy Center for the Performing Arts
Washington, D.C. 20566-0003

FRIENDS SPEAK ABOUT THE VOLUNTEER EXPERIENCE

"I find coming to our beautiful cultural center each week to volunteer both **exciting and satisfying!** And it makes it easy for me to buy tickets too!"

"**It is fun** to volunteer at the Kennedy Center because you **make wonderful friends, meet people from all over** the country, and from all over the world. You are also exposed to the everyday life of our national cultural center and what it takes to make everything run smoothly and efficiently. You will **be happy** that you joined the Friends group."

"The volunteers I have met here are such **a vibrant, engaging group** of individuals—all **sharing a love** of the performing arts."



VOLUNTEER APPLICATION

FRIENDS OF THE KENNEDY CENTER
THE JOHN F. KENNEDY CENTER FOR
THE PERFORMING ARTS
WASHINGTON, D.C. 20566
(202) 416-8320
FAX (202) 416-8775



VOLUNTEER OPPORTUNITIES

Dear Prospective Volunteer,

Thank you for your interest in volunteering with the Friends of the Kennedy Center volunteer program. The Friends volunteers provide service to the Kennedy Center in many capacities eleven hours a day, seven days a week throughout the year. Our orientations are held twice a year, in the fall and the spring. You will be asked approximately six weeks in advance of one of these sessions to come in for an interview. In the meantime, we will give you a call if an opening is available in your area of interest. If you have any questions, please feel free to talk to a volunteer when you are visiting the Kennedy Center, or feel free to give me a call at (202) 416-8303.

Brooks Boeke, Manager

ADMINISTRATION

The **FRIENDS ADMINISTRATION OFFICE** receives volunteer assistance weekdays from 10 a.m. to 5:30 p.m. Volunteers are responsible for the reception desk, clerical needs, computer entry, and other special projects. Willingness to use a computer is required, and training is provided. Volunteers assist other departments on a weekly basis with administrative duties. Training is provided.

PATRON DATA SPECIALIST: Part of the Information Technology Department, the patron data volunteers staff this office weekdays 10 a.m. to 5 p.m. Duties include maintaining patron records in the Kennedy Center master database (adding, updating, and merging database records; fulfilling customer information requests; and other projects as needed). Candidates must have a working knowledge of the Microsoft Windows operating system, including the Windows Desktop standards and protocols. Training in database operations is provided.

WEB RESEARCH ASSISTANT: Gather and organize information for the Kennedy Center and National Symphony Orchestra Web sites. Candidates must have excellent writing skills, possess good research abilities, and be comfortable using the Internet and Microsoft Word.

EDUCATION DEPARTMENT

The Education Department reception desk is staffed by volunteers weekdays 10 a.m. to 5:30 p.m. where they also serve as liaisons for the department. Duties include administration assistance, computer-related projects, and special projects which include access issues. Volunteers are provided with in-depth training about the various programs in the Education Department.

FRIENDSCRIPT (not a regular shift)

The newsletter of the Friends volunteer program and an official publication of the John F. Kennedy Center for the Performing Arts. *FriendScript* is written and edited by volunteers and is distributed monthly to volunteers and administration staff and keeps the Center informed on volunteer activities.

RETAIL OPERATIONS

The **GIFT SHOPS** are staffed by volunteers seven days a week from 10 a.m. to 9 p.m. Shops volunteers provide excellent customer service, take inventory of merchandise, and operate a cash register. A retail background is preferred but not necessary. Computer skills are a must. Training is provided, and volunteers work with paid staff.

CONCESSIONS volunteers work with show-related merchandise and interact with patrons before performances and during intermissions in front of the theaters. Shifts and times will vary with weekly programming: 5:30 to 9:30 p.m. or 7 to 11 p.m. during the week, 1 to 4 p.m., 4 to 9 p.m., or 7 to 11 p.m. on Saturdays and Sundays. Knowledge of the arts, a desire to work with public, and the ability to handle money are preferred. Training is provided; volunteers work with staff.

TOURS

Tour Guides staff the Tour Desk Monday-Friday 9:30 a.m. to 6 p.m. and weekends from 9:30 a.m. to 2 p.m. Tour Guides provide free public tours, congressional tours, scheduled group tours, access tours for people with disabilities, pre-scheduled foreign language tours, and VIP tours. The Kennedy Center Tour Program provides visitors with an opportunity to explore theaters, lounges, and Presidential boxes, as well as see the many gifts from around the world. Tour guides must be comfortable addressing and guiding groups of all ages and be physically fit. Training is provided.

VISITORS CENTER

The Visitors Center is staffed daily from 10:00 a.m. to 9 p.m. Duties include disseminating visitor information, reserving Kennedy Center tours, assisting with patron accessibility services, updating the events board, and answering general questions. Volunteers also provide visitors with information on services such as free events, tours, performances, and the specially priced ticket program (for senior citizens, students, military personnel, and persons with disabilities). Visitor Center volunteers must be comfortable with computers.

VOLUNTEER APPLICATION FORM

Name _____ Date _____

Phone Eve _____ Day _____ Cell _____ Fax _____

Email _____

Home Address _____ City _____ State ____ Zip _____

Birthday (month/day): _____ Education/Highest Degree attained : _____

Language(s) (fluent only): _____ Most recent work experience (volunteer or

salaried): _____

Country of birth, if not the U.S. _____

What computer skills do you have? (Please write in proficiency level: (B) Beginner, (I) Intermediate, (A) Advanced)

_____ Word _____ Excel _____ Photoshop _____ Quark _____ PowerPoint _____ Graphs/charts

What are your reasons for wanting to be a volunteer at the Kennedy Center?

What administrative skills have you acquired throughout your career that could be an asset to the Kennedy Center?

Are you willing to be a volunteer at the Kennedy Center for at least one year? Yes No

If no, please explain:

Are you willing to work one three/four-hour shift per week? Yes No

If no, please explain:

Are you willing to work one three hour shift every other weekend? Yes No

This special Flex schedule is a possibility after six months of regular volunteering and is only available Friday afternoon - Monday evening.

Please check the volunteer positions that you are most interested in. See "Opportunities for Volunteers" for details:

- | | |
|---|--|
| <input type="checkbox"/> ADMINISTRATION OFFICE | <input type="checkbox"/> RETAIL OPERATIONS |
| <input type="checkbox"/> Patron Data Specialist | <input type="checkbox"/> Concessions |
| <input type="checkbox"/> Web Research Assistant | <input type="checkbox"/> Gift Shops |
| <input type="checkbox"/> EDUCATION DEPARTMENT | <input type="checkbox"/> TOUR GUIDE |
| | <input type="checkbox"/> VISITORS CENTER |

Please indicate (X) the days and hours that you will be able to work. While every effort is made to allow individual preference as to day, time, and area assignments are made according to available vacancies.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
10 a.m. – 2 p.m.							
2 p.m. – 6 p.m.							
6 p.m. – 9 p.m.							

Please continue on reverse...