



## VOLUNTEER FORM

As a nonprofit organization, Columbia Center for the Arts (CCA) depends upon the generous support of our volunteers to sustain a growing array of educational programs, art exhibits and performing arts presentations. We hope you will join us in helping The Center to grow and thrive which would not be possible without volunteers.

**PLEASE PRINT LEGIBLY**

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

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ Home phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Please provide two references:

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

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

Interests/Experience - what skills or experience do you have that will help you as a volunteer at CCA? (i.e. computer skills, retail experience, theater, OLCC servers license)

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Describe previous or current work and/or volunteer experience. \_\_\_\_\_

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See reverse side

**Please check the areas that interest you and your availability**

Administrative - help with filing, mailing, correspondence and computer work.

Art Gallery Retail Sales – Volunteers are expected to know about the artists involved in each show, assist customers, make sales, enter sales information into computer and do light housekeeping.

Art Show Assistant – help hang and take down monthly art shows. Called as needed.

Art Teacher's Aide – Teachers need help preparing materials and working with children. If you have experience with children and are familiar with art materials, your help would be appreciated.

Bartending – OLCC license is required for special events and theater intermissions

Box Office/Ushers – help with ticket sales at box office, prepare intermission food, assist theater patrons and, while watching the performance, be alert for safety concerns.

Building maintenance and building projects – there is always a need for help with repairs around the building as well as construction, painting and cleaning. You would be called as needed.

Fundraising – There are some people who just love to raise money and we would love for you to help us.

Marketing – design, develop and maintain marketing materials including website & publications

Publicity – we have ongoing needs for distribution of posters, Arts in the Gorge newsletters, and other printed information.

Special Fundraising Events – CCA has fundraising events during the year, including our annual auction. Each event has many jobs and different responsibilities. You would work on a committee for that particular event.

Stage Crew, Acting, Directing, Production Assistant – Get involved in helping with a CAST production. You can work on set construction, costumes, makeup, props, lighting, stage management, and more. You will be called on a per show basis.

**Availability**  once a week  once a month  occasionally on special projects

Your completed form may be turned in at the Art Gallery desk or

Sent to: Columbia Center for the Arts, P.O. Box 1543, Hood River, OR 97031 or

fill out a form at our website: [www.columbiaart.org](http://www.columbiaart.org) and click on **Volunteer**

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