



Volunteer & Internship Program

First things first, we value all assistance and thank you for your interest in becoming a part of our Museum team! BAM's Equity & Discrimination Policy is expected to be upheld in the treatment of others even outside our staffs' expectancy. Please inquire for more details about our Equity & Discrimination Policy.

The current estimated national value of each volunteer hour is \$29.95, which is a 4.9% increase from 2020 to 2021 (Independent Sector). Volunteers hold up the foundation of civil society and it is our volunteers and volunteered hours that have been and will continue to be a huge asset to our growth, physically and communally. Our mission – 'to inspire and foster creativity and love of art through diverse and high-quality exhibits, programs, classes, and lectures' – is furthermore a reason to continue to build up our Volunteer & Internship Program and get you and others to be a part of our team.

There are two types of volunteers that are currently needed: Direct and Indirect. The difference between Volunteers and Interns is that Interns will be taking on both Direct and Indirect Volunteer roles as needed and/or required.

1. Direct Volunteers would be taking on person-to-person roles which may include docents, teachers, and teaching assistance.

- Docent
- Teacher
- Teaching assistant

2. Indirect Volunteers would be more-or-less behind the scenes taking on developmental roles which may include serving on a task force, such as event preparation or exhibit set-up, and in-office assistance, such as data input, exhibit research. And last but certainly not least, in-house aesthetic and organizational upkeep.

- Task Force
- Development and research assistance
- Museum Upkeep

All staff and volunteers are subject to follow Bozeman Art Museum program policy. All BAM youth (K-12) teachers will submit to a background check every three-years. BAM will cover the cost for the background check. All volunteers and staff who are working directly with youth under the ages of 16 must attend/watch BAM's Classroom Protocol Training and sign a statement confirming their understanding and willingness to adhere to the code of conduct outlined in the training.

Role Descriptions:

Volunteer Title: Docent

Role Summary: Our Docent/s serve as aids that should encourage exploring how to look at and think about art in the exhibit at hand.

Time Requirements: Commonly Tues.-Sat. 11-5pm.

Location/s: Bozeman Art Museum (currently front desk, one exhibit space)

Virtual options: No

Duties and Responsibilities:

1. Research

- Study selected readings about the information about the exhibit
- Inform yourself on all exhibit/art information and history
- Research and/or accompany other docents on guided tours to gain knowledge and skills in leading groups

2. Conduct guided tours of the Museum

- We get a variety of individuals and groups that visit the museum for just that. Utilizing the techniques of dialogue and inquiry, role play and storytelling, the docent encourages visitors to explore ways to be thoughtful about the art exhibited.

3. Educate

- Sometimes other non-profit groups come in for an allotted time in which we usually prepare an educational art activity for them specific to the exhibit. The activity and its resources would be accessible by in-house staff and the docent's role is to provide those resources to the public in an *interactive* way.

Recommended and Learned Skills:

1. Knowledgable

- The top priority as a docent is to be knowledgable about the history, context, and general details about the exhibit/s, as a whole and as individual pieces.
- Generic contemporary technological skills (turning on and off electronics such and lights and media sources).

2. Social

- Person-ability and story-telling is most important in successfully captivating an audience. You are the first person people greet when they walk in and the person they should go to for any inquiries about the exhibit.

3. Receptive

- Our museum is currently comprised of one exhibit space for the public. With this in mind, there is literally very little room to digest everything as an audience or as a docent, especially if there is more than one group in the room. Be mindful and respectful to the different ways in which people want to be in the space. Some people want to be told every detail of every work exhibited and some just want to be left alone to process.
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Volunteer Title: Teacher

Role Summary: Teaching art classes as a representative of BAM to the community in public and private schools, clubs programs, and other BAM hosted classes.

Time Requirements: 1-6hr/week

Location/s: Depending

Virtual options: Not currently

Duties and Responsibilities:

1. Educate

BAM was established to provide art resources, including quality education, to our community. We are involved with many schools and programs in which we provide and educate the art knowledge and resources they don't have.

Recommended and Learned Skills:

1. Teaching

- The ability to teach is a skill in itself. Be able to reiterate information to a specific age group and/or skill-level. Depending on your experience, you will be placed with your preferred age-group.

2. Collaboration

- Ensure to follow the guidelines and policies provided by BAM and/or public schools and other programs.
- Be prepared to work with aids or other teachers.

3. Responsibility

- Encourage thoughtfulness, fun, creativity, and safety.
- It is encouraged to positively and actively represent BAM (whether it be through BAM swag and/or word-of-mouth. This is especially important around children and parents.

Volunteer Title: Teaching Assistant

Role Summary: Assist and/or shadow other BAM art teachers

Time Requirements: 1-6hr/week

Location/s: Depending

Virtual options: No

Duties and Responsibilities:

1. Assist

- Be actively present to aid teachers in art education

- Listen and follow teacher's direction in accordance to BAM
2. Shadow
 - Learn the skills needed to independently teach
 - It is encouraged to diversify your teaching experience in terms skill-level, age groups, and teachers shadowed

Recommended and Learned Skills:

4. Collaboration
 - Work well with teachers or other aids
 - Ensure to follow the guidelines and policies provided by BAM and/or public schools and other programs.
 5. Learning
 - Listen and watch and aid the head teacher with the skills needed to successfully teach
 - Note the differences in teaching different ages and skill-levels
 6. Teaching
 - The ability to teach is a skill in itself. Be able to reiterate information to a specific skill-level. Depending on your experience, you will be placed with your preferred age-group.
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Volunteer Title: Task Force/s

Role Summary: Serve on a task force run by a Committee Head from our Board of Directors

Time Requirements:

- Depending on active task forces
- Schedules may vary throughout the year

Location/s: Depending

Virtual options: Yes

Duties and Responsibilities:

1. Contribute your time and skill-sets to serving on one of our needed task force.
2. Listen to the Task Force needs given by the Committee Head
3. Create a plan of execution with Task Force

Recommended and Learned Skills:

1. Any and all
 - most likely, we can find a place for you. Ask us about our task force possibilities and availability!
- Areas may include:
- Fundraising
 - Marketing
 - Events
 - Development
 - Research

Volunteer Title: Development and Research Assistant

Role Summary: Assist directors in different development needs and projects

Time Requirements: Depending

- Needs and timelines vary throughout the year

Location/s: Commonly in-office

Virtual options: Yes

Duties and Responsibilities: There are many of BAM projects continuously growing and developing. In-office staff wear many hats and as we continue to grow, our needs, big and small, grow with them.

1. Research
2. Data input
3. Materials organization
4. Philanthropy/networking

Recommended and Learned Skills:

1. Any and all
 - Most likely, we can find a place for you. Ask us about the possibilities and availability!
2. Communication – tasks will be dealt with along side of the Directors

Volunteer Title: Museum Up-keep

Role Summary: Help clean up and organize the Museum space/s

Time Requirements: Depending

Location/s: Bozeman Art Museum

Virtual options: No

Duties and Responsibilities:

1. Surface cleaning (non-art) – dusting, sweeping, mopping, etc.
2. Window-cleaning
3. Interior painting
4. Infographic Aesthetics
5. Materials organization

Recommended and Learned Skills:

1. Vision of aesthetics and for the Bozeman Art Museum
2. Willingness to clean
3. Organization skills
4. Punctual and reliable