

VOLUNTEER POSITION DESCRIPTIONS



FLIGHTS OF FANCY VOLUNTEER INFORMATION

Dear Museum Friend,

SBCMA presents Flights of Fancy, celebrating art, conservation, and the environment. All proceeds from this event help support the museum. We need your help!

Please join us as one of our volunteers. Volunteers provide valuable services helping visitors, special guests, museum staff, and the Museum Association.

We look forward to working with you to make this event our most successful ever!

Sincerely,

Melissa Sanchez
Melissa Sanchez
Volunteer Coordinator

Guest Artists' Key-Grip (Friday NOON TO 5PM & Sunday 4PM)

Assist with the set up and removal of artist display panels and artwork. Requires some heavy lifting.

Guest Artists' Assistant (Saturday & Sunday 10AM—4PM)

Assist with art sales and relieve guest artists for breaks.

Reception Assistant (Saturday 7–9:30 AM)

Assist with Breakfast with the Birds.

Greeters/Information/Membership Service (Saturday 9AM–5PM & Sunday 9AM–4PM)

Primarily responsible for greeting visitors, promoting Association membership, answering questions, and providing information.

Opportunity Ticket Sales (Saturday 9AM–5PM & Sunday 9AM–4PM)

Assist with Flights of Fancy souvenir journal and opportunity ticket sales.

Receipt Checker (Saturday 8AM–5PM & Sunday 9AM–4PM)

Check art sales receipts and merchandise as customers exit the Schuiling Gallery.

Runner (Saturday 7AM–5PM & Sunday 9AM–4PM)

Miscellaneous duties include troubleshooting, handling artist requests, and filling in when needed at any station. The Volunteer Coordinator relies heavily on volunteers who fill this important position.

Volunteer Check-In (Saturday 9AM–5PM & Sunday 9AM–4PM)

Help check-in volunteers and distribute volunteer badges.

Please fill out the volunteer application form on the reverse and return by Friday, November 8, 2012.

FLIGHTS OF FANCY
Saturday Nov. 23 & Sunday Nov. 24, 2013
San Bernardino County Museum
2024 Orange Tree Lane • Redlands CA 92374
(909) 798-8625 • www.sbcounty.gov/museum

FLIGHTS OF FANCY VOLUNTEER APPLICATION

Name _____

E-mail Address _____

Address _____

City _____ State _____ Zip _____

Telephone (home) _____ (cell) _____

Yes, I can volunteer two or more hours as indicated below. Please list your arrival & departure times:

Saturday, November 23 (____ AM/PM to ____ AM /PM)

Sunday, November 24 (____ AM/PM to ____ AM/PM)

I would like to volunteer for the following position(s):

We will do our best to place you in the position you request.

For more information, please contact:
Melissa Sanchez at (909) 798-8625
E-mail: msanchez@sbcm.sbcounty.gov

Please print, fill out, and mail this form to:
Melissa Sanchez
San Bernardino County Museum Association
2024 Orange Tree Lane
Redlands, CA 92374

or fax to (909) 307-0689

or e-mail information to msanchez@sbcm.sbcounty.gov

