



# Smithsonian Institution

Visitor Information and Associates' Reception Center  
Behind-the-Scenes Volunteer Program

Dear Prospective Volunteer:

Thank you for your interest in the Smithsonian's Behind-the-Scenes Volunteer Program coordinated through the Visitor Information and Associates' Reception Center. Behind-the-scenes volunteers participate in a range of activities throughout the Institution. Due to the complexity and variety of opportunities available (see other side), each prospective volunteer is interviewed individually by our program staff. At the interview, your skills and interests, as well as possible volunteer openings, will be discussed.

The Behind-the-Scenes Volunteer Program accepts applications and places individuals throughout the year. Applicants must be 16 years of age or older at the time of application and able to work during business hours, Monday through Friday. The minimum time commitment is 6 hours per week for 3 consecutive months, although most behind-the-scenes volunteers work many more hours over a longer period of time. Applications for summer volunteer positions must be received by May 15.

Volunteer appointments for applicants 18 years and older will be subject to successful completion of a federal background check.

To apply to the Behind-the-Scenes Volunteer Program (BVP), please complete the attached form and return it to our office per one of the following submission options:

- Mail completed application, which is preaddressed for your convenience.
- Fax completed application to 202/786-2831.
- Submit form electronically. Access on-line application at [www.smithsonian.org/volunteer/bvpform.htm](http://www.smithsonian.org/volunteer/bvpform.htm) and **complete fields**.

You may include a résumé (maximum 2 pages), if you wish. Upon receiving your application, we will contact you to schedule an interview.

Please direct additional questions about the Behind-the-Scenes Volunteer Program to us during business hours, Monday through Friday, at 202/633-2987 (TTY 202/633-5285) or by e-mail to [bvpvolunteer@si.edu](mailto:bvpvolunteer@si.edu). For information about other Smithsonian volunteer programs, please call Smithsonian Information at 202/633-1000 (TTY 202/633-5285) Monday-Saturday 9 a.m.-4 p.m. and ask for a copy of the publication *Opportunities for Volunteer Service*.

Sincerely,

A handwritten signature in black ink that reads "Amy Lemon". The signature is written in a cursive, flowing style.

Amy Lemon  
Program Coordinator  
Behind-the-Scenes Volunteer Program

SI Building Room 153 MRC 010  
PO Box 37012  
Washington DC 20013-7012  
202.633.1000 Telephone  
202.633.5285 TTY

## Typical Assignment Opportunities

Administrative: general office support (answering phones, filing, data entry).

Archival: cataloguing, organizing, and storing paper materials, photographs, film, audio tapes.

Collections Management: labeling, sorting, and storing artifacts; entering information about the collection into a database.

Computer: designing or updating Web sites, assisting network managers, helping develop Internet applications, scanning and enhancing images.

Conservation: creating protective storage containers, cleaning and repairing artifacts.

Curatorial: responding to written inquiries from the public, providing research support for staff in a variety of departments.

Development: researching prospective corporate, individual, and foundation donors; assisting with special events.

Education: scheduling tours, responding to public inquiries, providing administrative assistance to docent and intern programs.

Horticulture: working in greenhouses, potting, planting, weeding.

Libraries: shelving; cataloguing; storing books, pamphlets, serials; creating annotated bibliographies; maintaining departmental reprint libraries.

Membership: answering written inquiries, responding to phone calls, assisting with mailings, developing flyers, maintaining membership databases.

Public Affairs: preparing press packets, assisting with special events and media relations, clipping newspaper and magazine articles about exhibitions and museums.

From

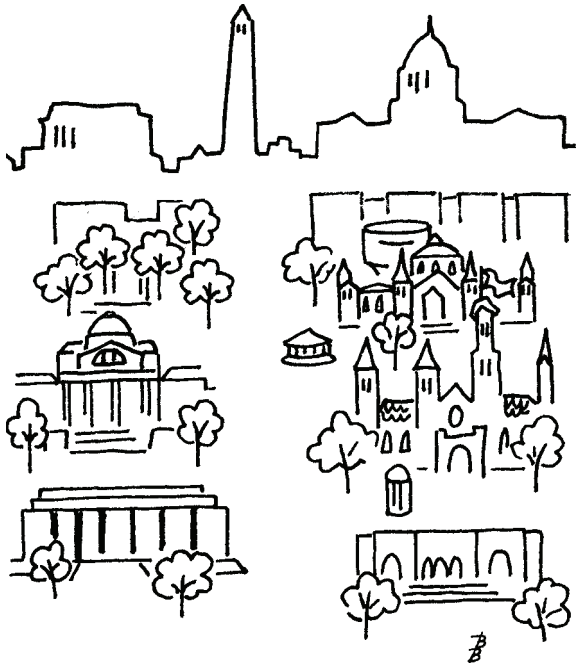
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Please  
Place  
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**VIARC - BVP  
SMITHSONIAN INSTITUTION  
SI BLDG RM 153 MRC 010  
PO BOX 37012  
WASHINGTON, DC 20013-7012**



Smithsonian Institution

Visitor Information and Associates' Reception Center's

# Behind-the-Scenes Volunteer Program



Smithsonian Institution

MRC 010 PO Box 37012  
Washington DC 20013-7012

Official Business Penalty for Private Use \$300

# Behind-the-Scenes Volunteer Program

Visitor Information and Associates' Reception Center  
Smithsonian Institution

**Application:** please print or type

Name \_\_\_\_\_ Date \_\_\_\_\_  
 Current address \_\_\_\_\_ City \_\_\_\_\_  
 State \_\_\_\_\_ Zip+4 \_\_\_\_\_ E-mail \_\_\_\_\_  
 Home Phone ( ) \_\_\_\_\_ Work Phone ( ) \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_  
 Permanent address \_\_\_\_\_

I give permission for my name and address to be put on a general mailing list to receive any mailings from other Smithsonian departments. Yes \_\_\_\_ No \_\_\_\_

**Emergency contact:**

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone ( ) \_\_\_\_\_

**Note:** Participants may be photographed for educational, archival, and public relations purposes for the Smithsonian and the Behind-the-Scenes Volunteer Program. Also, volunteer appointments for applicants 18 years and older will be subject to successful completion of a federal background check.

Your signature \_\_\_\_\_

♦♦ If you are under 18, please provide: Age \_\_\_\_ Date of birth \_\_\_\_/\_\_\_\_/\_\_\_\_  
month/day/year

Parents of minors must complete and sign a "Consent to Treatment" form. An interview is scheduled with the applicant only after the Behind-the-Scenes Volunteer office has received this completed form. Please call the Behind-the-Scenes Volunteer Program at 202-633-2987 to request this form or download it off our Web site at [www.smithsonian.org/volunteer/behindsc.htm](http://www.smithsonian.org/volunteer/behindsc.htm).

**Education:**

List any colleges or universities attended, degrees, and major fields of study

School \_\_\_\_\_ Degree \_\_\_\_\_ Major \_\_\_\_\_  
 School \_\_\_\_\_ Degree \_\_\_\_\_ Major \_\_\_\_\_

Other \_\_\_\_\_

If you are a high school student, please provide:

School \_\_\_\_\_ Grade \_\_\_\_\_ City/State \_\_\_\_\_

**Availability** (Monday-Friday, during business hours only):

Start date \_\_\_\_/\_\_\_\_/\_\_\_\_ End date \_\_\_\_/\_\_\_\_/\_\_\_\_ Total hours per week you want to volunteer \_\_\_\_  
month/day/year month/day/year or open

		Monday	Tuesday	Wednesday	Thursday	Friday
Preferred Hours	Morning					
	Afternoon					

**Skills:** (check all that apply)

<b>General skills</b>	highly skilled	some experience	<b>Computer skills</b>	highly skilled	some experience
Academic Research	<input type="checkbox"/>	<input type="checkbox"/>	Databases	<input type="checkbox"/>	<input type="checkbox"/>
American History	<input type="checkbox"/>	<input type="checkbox"/>	Spreadsheets	<input type="checkbox"/>	<input type="checkbox"/>
Anthropology	<input type="checkbox"/>	<input type="checkbox"/>	WordPerfect™	<input type="checkbox"/>	<input type="checkbox"/>
Art History	<input type="checkbox"/>	<input type="checkbox"/>	Microsoft Word™	<input type="checkbox"/>	<input type="checkbox"/>
Aviation	<input type="checkbox"/>	<input type="checkbox"/>	Other Word Processing	<input type="checkbox"/>	<input type="checkbox"/>
Biology	<input type="checkbox"/>	<input type="checkbox"/>	Adobe Photoshop®	<input type="checkbox"/>	<input type="checkbox"/>
Drawing/Painting	<input type="checkbox"/>	<input type="checkbox"/>	Adobe Pagemaker®	<input type="checkbox"/>	<input type="checkbox"/>
Fundraising/Special Events	<input type="checkbox"/>	<input type="checkbox"/>	HTML	<input type="checkbox"/>	<input type="checkbox"/>
Geology	<input type="checkbox"/>	<input type="checkbox"/>	Programming	<input type="checkbox"/>	<input type="checkbox"/>
Graphic Design	<input type="checkbox"/>	<input type="checkbox"/>	Other (please specify)		
Horticulture	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
Librarianship	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
Music	<input type="checkbox"/>	<input type="checkbox"/>			
Photography	<input type="checkbox"/>	<input type="checkbox"/>			
Public Relations	<input type="checkbox"/>	<input type="checkbox"/>			
Secretarial	<input type="checkbox"/>	<input type="checkbox"/>			
Sewing/Weaving/Crafts	<input type="checkbox"/>	<input type="checkbox"/>			
Teaching	<input type="checkbox"/>	<input type="checkbox"/>			
Transcription	<input type="checkbox"/>	<input type="checkbox"/>			
Writing/Editing	<input type="checkbox"/>	<input type="checkbox"/>			
Other (please specify)					
_____	<input type="checkbox"/>	<input type="checkbox"/>			
_____	<input type="checkbox"/>	<input type="checkbox"/>			

**Language skills**

Foreign language ( please specify)

\_\_\_\_\_

\_\_\_\_\_

Sign language

**How did you hear about volunteering at the Smithsonian?**

- |  |  |
|--|--|
| <input type="checkbox"/> Smithsonian volunteer                         | <input type="checkbox"/> VolunteerMatch                          |
| <input type="checkbox"/> <i>Smithsonian Associate</i> (RAP newsletter) | <input type="checkbox"/> <i>The Washington Post</i>              |
| <input type="checkbox"/> Smithsonian staff member                      | <input type="checkbox"/> High school career development program  |
| <input type="checkbox"/> Friend/Relative                               | <input type="checkbox"/> College bulletin board/placement office |
| <input type="checkbox"/> Smithsonian Web site                          | <input type="checkbox"/> Other _____                             |

**Have you ever applied to be a Smithsonian volunteer before?**

Yes  No If yes, when? \_\_\_\_\_ Which volunteer program (VIU, BVP, docent, etc.)? \_\_\_\_\_

**What are your objectives in seeking a volunteer position at the Smithsonian?**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Previous Experience

### Work Experience

1. \_\_\_\_\_  
Organization City/State Title of position Dates of position

\_\_\_\_\_  
Supervisor's name Supervisor's title Supervisor's telephone

\_\_\_\_\_  
Duties

\_\_\_\_\_

2. \_\_\_\_\_  
Organization City/State Title of position Dates of position

\_\_\_\_\_  
Supervisor's name Supervisor's title Supervisor's telephone

\_\_\_\_\_  
Duties

\_\_\_\_\_

### Volunteer Experience

1. \_\_\_\_\_  
Organization City/State Title of position Dates of position

\_\_\_\_\_  
Supervisor's name Supervisor's title Supervisor's telephone

\_\_\_\_\_  
Duties

\_\_\_\_\_

2. \_\_\_\_\_  
Organization City/State Title of position Dates of position

\_\_\_\_\_  
Supervisor's name Supervisor's title Supervisor's telephone

\_\_\_\_\_  
Duties

\_\_\_\_\_

You may also submit a 2-page résumé with this application.

### References (list two persons, not relatives, different from above)

Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_

<b>For office use only</b>	BTS#	Reg date	Start	Org
	Sup	TK	Entered	Term date