

MATHERS MUSEUM
of World Cultures

Volunteer Opportunities

416 North Indiana Avenue
Bloomington, Indiana
[812] 855-6873
www.mathers.indiana.edu

HOURS

Tuesdays through Fridays: 9 a.m.-4:30 p.m.

Saturdays and Sundays: 1-4:30 p.m.

Last Updated: July 2008





Volunteer Opportunities

Public Relations

Judith Kirk, Assistant Director

Qualifications

Should have strong writing skills, be organized, and pay close attention to details.

Duties

Volunteers will be expected to:

- Develop articles for newsletter
- Develop press releases
- Contact press/media representatives
- Assist in flyer/ mailing distributions

Contact: jakirk@indiana.edu or phone 855-1696

Volunteer Opportunities

Conservation

Judith Sylvester, Conservator

Qualifications

Initiative, the desire to work with artifacts of beauty and historic value, the ability to execute careful, detailed work, and the ability to plan and conclude projects. Volunteer work hours are only available from 9:30 to 4:30 p.m. Mondays through Thursdays. Volunteer hours are not available on Fridays, Saturdays, or Sundays.

Duties

Duties will be assigned according to the student's experience and stated preference. Activities may be chosen, or will be assigned from the following list:

- Artifact preparation
- Maintenance of conservation records
- Project assistance requiring operation of sewing machines or shop equipment

Students wishing to volunteer in Conservation should make an appointment for an interview. Appointments may be scheduled Mondays through Thursdays at 9:30 a.m. E-mails are received and processed 9:30 a.m. to 4:30 p.m. Monday to Friday only.

Contact: jsylves@indiana.edu

Education/Programs

Deeksha Nagar, Curator of Education

Qualifications:

Volunteers working for the education/programs must be interested in world cultures. They must be broad-minded and respectful towards cultures and traditions of people throughout they world. Volunteers must be reliable and have a passion for creating cultural bridges for understanding among diverse populations through a variety of museum and outreach programs. They must also be willing to learn about the artistic expressions of people, places, and communities they are not familiar with. Volunteer hours are available Tuesday through Sunday. Course work and/or special interest in anthropology, social sciences, arts education, traditional arts, folklore, storytelling, arts and crafts (making), and communication a plus. Experience with developing and/or conducting public programs for school children, teachers, or community members also an asset.

Duties:

It is mandatory for all volunteers to attend training. At the training all volunteers must indicate the area of their interest so they can be assigned duties and responsibilities that best fulfill the needs of the department and also satisfy the personal interest of the volunteers. Projects are available in the following areas:

- Assisting in a variety of public programs such as Holiday Fun Fest, exhibit openings, film screenings, and education workshops
- Leading gallery and collection tours, primarily but not limited to K-12 students
- Maintaining, developing and/or running activities and workshops in the Museum's Children Gallery
- Developing outreach kits, educational materials and activity sheets for family programs
- Making educational presentations in the school district in Monroe county and surrounding areas
- Researching artifacts in the school loan collection
- Assisting in general office help, for example updating/checking inventory of school loan kits, organizing the school loan collection and the education closet from time to time

Contact: denagar@indiana.edu or phone 855-0197

Volunteer Opportunities

Exhibits

Elaine Gaul and Matthew Sieber, Co-Curators of Exhibits

Qualifications

Volunteers should be efficient, organized, motivated, and able to pay close attention to details. Skills in the areas of carpentry, graphics production, and/or research are helpful. Willingness to do mundane tasks and get dirty is required.

Duties

Volunteers will be expected to familiarize themselves with museum policies and procedures as related to exhibits. Depending on the skills, areas of interest, and museum needs at the time, students may be asked/taught to:

- Assist with carpentry
- Paint
- Clean up the shop or other work areas
- Handle weekly exhibits maintenance (cleaning, adjusting lights)
- Cut mats for framed objects
- Create/assemble exhibits props
- Paint murals/create dioramas
- Assist with exhibit installations and dismantling
- Do various and sundry arduous and tedious tasks

Contact: egaul@indiana.edu or msieber@indiana.edu, or phone 855-9167

Volunteer Opportunities

Photography

Matthew Sieber, Co-Curator of Exhibits

Qualifications

Volunteers interested in photography should be efficient, organized, motivated, able to pay close attention to details, and possess good printing skills. Experience scanning photographs and storing digital information is helpful.

Duties

Depending on experience, volunteers will be expected to:

- Familiarize themselves with policies and procedures as related to photography
- Learn proper handling of artifacts, including historic negatives and prints
- Keep careful records of work
- Process and print various black and white films as needed
- Work in the studio photographing various artifacts as needed in black and white, color films, and/or digital format

Contact: msieber@indiana.edu or phone 855-9167

Registration Assistant

Theresa Harley-Wilson, Registrar

Qualifications

Volunteers should be efficient, organized, and able to pay close attention to details. Good computer and writing skills are helpful. Legible handwriting is a plus.

Duties

Volunteers are expected to familiarize themselves with museum policies and procedures as related to the handling of artifacts and collection records. Volunteers may be asked to:

- Assist with filing projects
- Help organize collection records
- Research discrepancies in collections records
- Handle and number artifacts
- Other projects as needed

Contact: tharleyw@indiana.edu or phone 855-3339

Volunteer Opportunities

Museum Store

Kelly C. Wherley, Facilities Coordinator

Qualifications

Must be willing to handle a variety of tasks relating to business procedures for both the Museum Store and the museum front desk. Must enjoy working with the public, handling sales, and merchandising.


Duties

Volunteers will be expected to perform the following:

- Order, receive, inventory, price, display and ship merchandise for store
- Post accounts payable entries and income to computer-generated spreadsheets
- Some word processing and filing

Contact: kwherley@indiana.edu or phone 855-6873

Practicum Opportunities



Museum Practicum

408/Museum Practicum

Indiana University students can receive academic credit for working at the Mathers Museum. For more information, ask for the Museum Practicum guide or visit the A408/Museum Practicum web page at www.mathers.indiana.edu/edu/A408.pdf for more information.

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Volunteer Information Form

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE (HOME) _____

TELEPHONE (OTHER) _____

EMAIL _____

How did you hear about volunteer opportunities at the Mathers Museum?

- RADIO
- WALK-IN
- NEWSPAPER
- FRIEND
- NEWSLETTER
- TEACHER/INSTRUCTOR
- OTHER:

What motivated you to contact us? _____

Have you worked as a volunteer before?

- YES
 - NO
- IF YES, WHERE? _____

With whom would you like to schedule an interview? _____

Availability

APPROX. _____ HRS/WK

MON: AM- PM FRI: AM- PM
 TUES: AM- PM SAT: AM- PM
 WED: AM- PM SUN: AM- PM
 THURS: AM- PM

Months

- JAN
- FEB
- MAR
- APR
- MAY
- JUN
- JUL
- AUG
- SEP
- OCT
- NOV
- DEC
- YEAR ROUND

IU Students

- UNDERGRADUATE
- GRADUATE
- CONTINUING NON-DEGREE

Department and/or major _____

Checklist of skills and experience

MUSEUM WORK: _____

MUSEUM/OTHER RELATED COURSEWORK: _____

RECEPTIONIST

- GREETER
- TELEPHONE

SALES CLERK

OFFICE/CLERICAL

COMPUTER

- WORD PROCESSING
- DATABASE
- LAYOUT/DESIGN

CARPENTRY

PAINTING

SEWING

PHOTOGRAPHY

- DARKROOM
- B/W DEVELOPING
- B/W PRINTING

COLOR SLIDE SHOOTING

COLOR PHOTO SHOOTING

HANDLING OLD PHOTOS

DIGITAL SHOOTING

SCANNING

TEACHING/TEACHER'S AIDE

TOUR GUIDE

OTHER: _____