

VOLUNTEER OPPORTUNITIES AT THE HONOLULU ACADEMY OF ARTS

The Honolulu Academy of Arts is a member supported, non-profit organization that depends on a wide range of volunteer activities to achieve its program goals and objectives.

Dedicated volunteers, possessing a wide range of talents and skills, are needed to assist Academy staff in carrying out the museum's educational mission.

Opportunities exist within several departments and programs that are designed to meet the needs of our multi-cultural audience:

ACADEMY ART CENTER - The Art Center at Linekona needs assistance with public relations, clerical tasks, hospitality, and special events.

ACADEMY GUILD - Guild members work throughout the year on events, such as Showcase, Kama'aina Christmas, silent auctions, and special sales. Guild membership is \$20.00 per year.

ACADEMY SHOP - Volunteers are involved in sales and customer relations. Assistance is required with special events such as the annual World Art Bazaar.

ALLERTON LIBRARY - The Robert Allerton Library houses over 40,000 archives, periodicals, and books relating to the visual arts. Volunteers are needed to assist the librarian as needed.

CURATORIAL DEPARTMENTS -

Volunteers are needed to assist the curators with the Academy's Asian, Western, and Textile art collections. Tasks may involve writing, research, inventory, and clerical.

DOCENT PROGRAM - After completing a two-year training course, docents lead tours of the Academy's collections for school and adult groups.

LENDING COLLECTION - Volunteers are needed for cataloging, collection maintenance, and reception. Located at the Academy Art Center.

MEMBERSHIP AND DEVELOPMENT -

Volunteers are needed to host membership openings and special events. Assistance with prospect research, clerical tasks, and data entry are also needed.

PUBLIC RELATIONS - Volunteers assist with proofreading, editing, research, mailings, and press releases.

REGISTRAR - Volunteers are needed to assist with clerical and administrative tasks.

VISITOR INFORMATION CENTER (VIC) -

Volunteers are needed to assist with greeting the public, processing admissions, selling theater tickets, orienting visitors and distributing materials to our visitors.

VOLUNTEER SERVICES - Volunteers are needed to assist the coordinator with clerical tasks.

If you enjoy being involved with the arts and meeting others with similar interests, please complete the attached form and return to the Volunteer Services office.

If you have any questions, please call the Volunteer Coordinator
532-8737
532-6090 FAX

YES! I would like to join the Volunteers at the Honolulu Academy of Arts.

Name: _____

Address: _____

Phone: _____ day _____ evening

I am particularly interested in (one or more areas):

Date: _____