



## Adult Programs Volunteer

**Reports to:** Education Coordinator

**Department:** Education

**Classification:** Volunteer

**Time Commitment:** 2-3 programs per month, varying shifts

**Positions Available:** 20

**Dates:** Begins June 16, 2022 and ongoing

**Location:** Onsite at the DMA

### Volunteer Description and Responsibilities:

The Adult Programs Team is seeking volunteers to help facilitate activities and engage with visitors for programs such as Pop of Art, Late Night, Lectures, and Make & Take. Volunteers will serve in front-facing roles helping our visitors make art and connect with our collection.

Adult Programs volunteers are representatives for various programs. Volunteer responsibilities include:

- Supporting Adult Programs including Pop of Art (monthly, 2<sup>nd</sup> Friday of the month), Make & Take (monthly, one Friday of the month), Talks (various dates through the year), and Late Night (quarterly, 3<sup>rd</sup> Friday of the month) - confirmed event dates are available on the [DMA website](#)
- Providing instructional support in the art studio
- Setting up, maintaining, and cleaning up the art studio
- Handing out printed materials such as self-guides and scavenger hunts
- Greeting guests and handing out and scanning tickets for check-in
- Answering questions about the event while volunteering
- Actively participating in volunteer training sessions.
- Serving as an ambassador for the Museum, acting as a greeter to visitors and assisting with wayfinding.
- Providing DMA staff with adequate notice (at least 24 hours) in the event of availability changes.

Adult Programs volunteers should be available to volunteer for 2-3 programs per month, depending on availability. Program dates and times may vary, but the bulk of activities will take place on Friday evenings or other times as noted. All new Adult Programs volunteers will be required to complete a new volunteer orientation. **\*\*Priority will be given to prospective volunteers who are available to volunteer at the annual Pride Late Night on Friday, June 17.\*\***

Adult Programs volunteers will receive complimentary parking in the DMA garage and admission to exhibitions on the day of scheduled volunteer service days. All volunteers are required to undergo a DMA background check and log their service hours for volunteer records and reports. Volunteers will



be required to attend an orientation to the programming suite, tentatively scheduled for June 16. More details will be provided to selected volunteers as the date approaches.

**Knowledge, Skills, and Abilities:**

- Volunteers must be 18 or older
- Ability to support 2-3 programs per month, primarily evenings
- Ability to commute to the DMA for training and volunteer service
- Ability to lift up to 25 lbs., bend, stoop, walk, speak, and stand for extended periods
- Ability to complete an online background check
- Excellent communication and interpersonal skills
- Excellent customer service skills

**DMA Mission**

The Dallas Museum of Art is a space of wonder and discovery where art comes alive.

The DMA will:

- Place art and our diverse communities at the center around which all activities radiate.
- Pursue excellence in collecting and programming, present works of art across cultures and times, and be a driving force in contemporary art.
- Strengthen our position as a prominent, innovative institution, expanding the possibilities of learning and creativity.

**DMA Core Values**

- Act with Integrity: Be open, honest, and ethical.
- Communicate Openly: Be constructive, transparent, and respectful.
- Build Inclusivity: Diverse backgrounds make us stronger.
- Join Forces: Support collaboration and unity.
- Work Passionately: Be fearless, creative, and solutions-driven.
- Embrace and Drive Change: Be nimble, there is always a way to yes.
- Invest in Each Other: Pursue learning.

**EOE**

*The Dallas Museum of Art is committed to building a culturally diverse staff and is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics.*