



A program of the Arts and Business Council of Greater Phoenix

## Volunteer Application

*Arts and Business Council of Greater Phoenix welcomes applications from professionals with a minimum of three years of experience in their fields.*

|               |  |                |      |
|---------------|--|----------------|------|
| Name:         |  | Title:         |      |
| Business:     |  |                |      |
| B-Address:    |  | City:          | Zip: |
| B-Phone:      |  | Fax:           |      |
| Home Address: |  | City:          | Zip: |
| Home Phone:   |  | Email address: |      |
| Cell Phone:   |  | Alt. Phone:    |      |

**Preferred Mailing Address:**

|                          |             |                          |                 |
|--------------------------|-------------|--------------------------|-----------------|
| <input type="checkbox"/> | <b>Home</b> | <input type="checkbox"/> | <b>Business</b> |
|--------------------------|-------------|--------------------------|-----------------|

**Which arts disciplines interest you?** Rank top three and check all that apply.

|                          |                |
|--------------------------|----------------|
| <input type="checkbox"/> | Arts Education |
| <input type="checkbox"/> | Arts Service   |
| <input type="checkbox"/> | Crafts         |
| <input type="checkbox"/> | Dance          |
| <input type="checkbox"/> | Design Arts    |
| <input type="checkbox"/> | Ethnic Arts    |
| <input type="checkbox"/> | Festivals      |

|                          |                       |
|--------------------------|-----------------------|
| <input type="checkbox"/> | Film/Video Arts       |
| <input type="checkbox"/> | Historic Preservation |
| <input type="checkbox"/> | Humanities            |
| <input type="checkbox"/> | Literary Arts         |
| <input type="checkbox"/> | Music                 |
| <input type="checkbox"/> | Multidisciplinary     |
| <input type="checkbox"/> | Opera/Musical Theatre |

|                          |                |
|--------------------------|----------------|
| <input type="checkbox"/> | Photography    |
| <input type="checkbox"/> | Science/Nature |
| <input type="checkbox"/> | Theatre        |
| <input type="checkbox"/> | Visual Arts    |
| <input type="checkbox"/> | Other          |

**Comments:**

**My previous experience with nonprofit organizations includes** (list volunteer work, board service, memberships):

**My personal involvement or interest in the arts includes** (list arts events attended/supported, subscriptions, studies, work in the arts, etc):

**I am available:**

|                          |                      |                          |                        |
|--------------------------|----------------------|--------------------------|------------------------|
| <input type="checkbox"/> | 8-5 (released times) | <input type="checkbox"/> | Late afternoon/evening |
| <input type="checkbox"/> | Noon hours           | <input type="checkbox"/> | Weekends               |

**Educational Background:**

| Degree | Year | School | Major |
|--------|------|--------|-------|
|--------|------|--------|-------|

| Degree | Year | School | Major |
|--------|------|--------|-------|
|--------|------|--------|-------|

**My professional business expertise is:**

| <b>Financial</b>   |  |
|--|--|
| Accounting systems/procedures                                  |  |
| Budgeting and cash flow management                             |  |
| Financial analysis/planning                                    |  |
| _____  |  |
| _____  |  |
| _____  |  |
| <b>Legal</b>   |  |
| Contract review/issues   |  |
| Human resource issues  |  |
| Real estate  |  |
| Articles of Incorporation/Bylaws review                        |  |
| _____  |  |
| _____  |  |
| <b>Development/Fund Raising</b>                                |  |
| Development plans  |  |
| Special events planning  |  |
| Proposal design  |  |
| _____  |  |
| _____  |  |
| <b>Organizational Development</b>                              |  |
| Strategic planning   |  |
| Retreat/meeting facilitation                                   |  |
| Board development  |  |
| Board Training   |  |
| Architecture   |  |
| Audio-visual   |  |
| Training/Education   |  |
| Real estate  |  |
| Board training   |  |
| Volunteer program development                                  |  |
| Conflict resolution/mediation                                  |  |
| _____  |  |
| _____  |  |
| <b>Management/Administration</b>                               |  |
| Operations/office procedures and manual evaluation/development |  |
| Job description development                                    |  |
| Work efficiency assessment                                     |  |
| Personnel policies and procedures                              |  |

| <b>Marketing/Public Relations</b>       |  |
|---|--|
| Market research                         |  |
| Audience surveys/analysis               |  |
| Marketing plans                         |  |
| Audience development                    |  |
| Collateral development/graphic design   |  |
| Focus groups                            |  |
| Media campaign development              |  |
| _____                                   |  |
| _____                                   |  |
| <b>Computers/Information Systems</b>    |  |
| Hardware needs assessment               |  |
| Software needs assessment               |  |
| Hardware/software installation          |  |
| Software training/troubleshooting       |  |
| Software customization                  |  |
| Internet service selection and training |  |
| Web site development                    |  |
| Systems planning/design                 |  |
| Operating system: _____                 |  |
| Word processing: _____                  |  |
| Spreadsheet: _____                      |  |
| Database: _____                         |  |
| _____                                   |  |
| _____                                   |  |
| <b>Other</b>                            |  |
| Employee benefits                       |  |
| Insurance                               |  |
| _____                                   |  |
| _____                                   |  |

**How did you learn of volunteer opportunities available through A&BC?**

**Comment:**

**Requests:**

We often get requests from artist for help from BVA. Would you be interested in working with and sharing your skill set with individual artists?

**Please complete and return with your resume to:**

ARTS & BUSINESS COUNCIL OF GREATER PHOENIX

2942 N. 24<sup>TH</sup> Street, #104, Phoenix, AZ 85016

(602) 234-4711; fax (602) 234-4722

Email: [info@artsbusinessphoenix.org](mailto:info@artsbusinessphoenix.org)

Website: [www.artsbusinessphoenix.org](http://www.artsbusinessphoenix.org)