

## Chicago History Museum Volunteer Application

Thank you for your interest in volunteering at the Chicago History Museum. In keeping with the Museum's mission to interpret and collect the city's history, we encourage individuals with an interest in Chicago history, U.S. history, material culture, and museums to apply for a volunteer position. We welcome applicants who are enthusiastic, responsible, good-natured, and willing to commit their time while they share their knowledge and skills. Volunteering at the Chicago History Museum will enable you to learn about history, develop new skills, and establish rewarding relationships with visitors, staff, and other volunteers.

### Commitment

All volunteers are asked to commit to one full year of service. During the year, volunteer gallery interpreters are scheduled to work one weekend day twice a month, or one weekday every week. All other volunteers determine a schedule with the guidance of their assigned departments.

### Training

Volunteer interpreters attend workshop seminars prior to becoming able to work in the exhibitions. All other Chicago History Museum volunteers receive one-on-one training from their immediate supervisor or veteran volunteers.

Please send your completed application to:

Marne Bariso  
Volunteer and Intern Coordinator  
Chicago History Museum  
1601 N. Clark Street  
Chicago, Illinois 60614-6099

When we get your completed application, we will then send recommendation forms to your two listed references. When the completed reference forms are returned, your application will be considered ready for review and your material will be submitted to the appropriate volunteer project supervisor. It will be our goal to correspond with you regarding the status of your application and any next steps as soon as possible.

# ChicagoHistoryMuseum

|                        |                |
|------------------------|----------------|
| Name:                  | Today's Date:  |
| Address:               |                |
| City, State, Zip Code: |                |
| Day Phone:             | Evening Phone: |
| E-Mail:                |                |

|                 |
|-----------------|
| Special Skills: |
|                 |
| Interests:      |
|                 |

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|---|
| Relevant Education or Experience:   |
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| Have you volunteered at another/other organization(s)? If so, please list them: |
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| Reason(s) for wanting to volunteer at CHM:                                      |
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|---|
| How did you find out about the CHM Volunteer Program? |
|   |

| <b>Reference</b><br><i>(Please include entire mailing address.)</i> | <b>Reference</b><br><i>(Please include entire mailing address.)</i> |
|---|---|
| Name:   | Name:   |
| Title:  | Title:  |
| Address:  | Address:  |
|   |   |
|   |   |

# ChicagoHistoryMuseum

Which volunteer project(s) are you interested in? If you have interest in more than one project, please list them in order of preference.

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## Include with your application:

1. A copy of your *resume*. (If you do not have a current resume, please prepare a short biographical statement.) Your application will be considered incomplete without this component and cannot be processed.
2. The names and addresses of *two professional references*. We will be sending these references recommendation forms to be filled-out and returned to us.

## Indicate days of the week available:

Volunteer opportunities are typically available during the day, falling somewhere between 9:00 a.m.–5:00 p.m.

◆ (Please circle) Monday Tuesday Wednesday Thursday Friday Saturday  
Sunday (**for Volunteer Gallery Interpreters only**)

- ◆ (Check one) \_\_\_\_\_ I am interested in volunteering each of the circled days.  
\_\_\_\_\_ I would only be available to volunteer on one of the circled days.

## Additional Comments:

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For Office Use Only

Application Received: \_\_\_\_\_

Reference Forms: \_\_\_\_\_ rec'd \_\_\_\_\_ rec'd

Interview Date: \_\_\_\_\_