

Mission

The mission of the Peabody Essex Museum is to celebrate outstanding artistic and cultural creativity by collecting, stewarding and interpreting objects of art and culture in ways that increase knowledge, enrich the spirit, engage the mind and stimulate the senses. Through its exhibitions, programs, publications, media, and related activities, PEM strives to create experiences that transform people's lives by broadening their perspectives, attitudes and knowledge of themselves and the wider world.

Collection

As the nation's oldest continuously operating museum, PEM was among the first museums in America to collect works of art and culture from around the world. Its collection of contemporary and historic American, Asian, Maritime, Oceanic and Native American art and culture, as well as its archival library and historic American and Chinese houses, are among the finest of their kind. PEM is committed to meeting the highest professional standards in the development, management, care and preservation of its collection.

Opportunity

We seek to build an inclusive workforce and environment. We welcome and support people of all races, ethnicities, cultures and religions and seek to foster teamwork and effective partnerships among our staff. The talent, energy and skills of volunteers enable the museum to serve all domains of the general public, including children, families, adults and specialists. The museum receives many volunteer applications from interested, qualified individuals. This can make placing a volunteer in the museum challenging. We cannot guarantee that there will be a volunteer opening suited to the wishes of prospective volunteers. To maximize the potential for a good fit between volunteer and prospective positions, you should indicate your area(s) of interest on the application and include a resume.

Your completed application will be forwarded to departments in which you have expressed an interest and who have a corresponding need for volunteers. If there is an interest in pursuing your candidacy, the department manager will contact you to discuss further details and specific projects.

All volunteer applicants are treated fairly and with dignity. Volunteer selections are based on merit, experience and departmental need, without regard to race, color, national origin, sex, marital status, age, religion, disability, sexual orientation, ancestry, military service, genetic information or any other characteristic protected by Federal, state or local law.

Basic Requirements for PEM Volunteers

All volunteers are required to undergo a background check, including a CORI (Criminal Offender Record Information) request.

Volunteers are encouraged to become PEM members.

Volunteers are responsible for attending a brief orientation with Human Resources, as well as departmental training when necessary.

Most volunteer positions require you to be available during regular museum operating hours. However some positions may require weekend hours and evening hours for special events.

A warm, professional appearance and knowledge of museum programs are important, particularly in positions where interaction with museum guests will likely occur.

Thank you for your interest in volunteering at the Peabody Essex Museum.

DATE: _____

Application for: Volunteer opportunity Volunteer Docent (Please complete Supplemental Volunteer Docent Form)

Personal Information

NAME: _____
First *Middle* *Last*

ADDRESS: _____
Street *City* *State* *Zip Code*

TELEPHONE: _____
Home *Cell/Mobile*

E-MAIL: _____

How did you hear about the volunteer opportunities at PEM? _____

Are you a member of PEM? Yes No

Have you volunteered at PEM? Yes No

If yes, when and what department? _____

Have you been an employee at PEM? Yes No

If yes, when and what department? _____

Are you currently a volunteer somewhere else? Yes No

If yes, where? _____

Do you know any volunteers or employees at PEM? Yes No

If yes, whom? _____

Selected Areas of Interest

MUSEUM DEPARTMENTS

- | | | |
|--|---|--|
| <input type="checkbox"/> Art & Nature Center | <input type="checkbox"/> Library | <input type="checkbox"/> Exhibition Planning |
| <input type="checkbox"/> Collection & Conservation | <input type="checkbox"/> Facilities & Gardens | <input type="checkbox"/> Public Relations |
| <input type="checkbox"/> Creative Services | <input type="checkbox"/> Marketing | <input type="checkbox"/> Guest Services |
| <input type="checkbox"/> Development & Events | <input type="checkbox"/> Museum Shop | <input type="checkbox"/> Registration |
| <input type="checkbox"/> Education & Docent Programs | <input type="checkbox"/> Integrated Media | |

CURATORIAL DEPARTMENTS

- | | | |
|---|--|---|
| <input type="checkbox"/> American Art | <input type="checkbox"/> Native American Art | <input type="checkbox"/> Contemporary Art |
| <input type="checkbox"/> Maritime Art and History | <input type="checkbox"/> Chinese Art | <input type="checkbox"/> South Asian and Korean Art |
| <input type="checkbox"/> Asian Export Art | <input type="checkbox"/> Photography | <input type="checkbox"/> Exhibitions and Research |

Availability

Which days and hours are you available to volunteer?

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<input type="checkbox"/> Morning	<input type="checkbox"/> Morning	<input type="checkbox"/> Morning	<input type="checkbox"/> Morning	<input type="checkbox"/> Morning	<input type="checkbox"/> Morning	<input type="checkbox"/> Morning
<input type="checkbox"/> Afternoon	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Afternoon
<input type="checkbox"/> Evening	<input type="checkbox"/> Evening	<input type="checkbox"/> Evening	<input type="checkbox"/> Evening	<input type="checkbox"/> Evening	<input type="checkbox"/> Evening	<input type="checkbox"/> Evening
<input type="checkbox"/> On call	<input type="checkbox"/> On call	<input type="checkbox"/> On call	<input type="checkbox"/> On call	<input type="checkbox"/> On call	<input type="checkbox"/> On call	<input type="checkbox"/> On call

References

Please provide two references (one professional and one personal if possible)

NAME & OCCUPATION	RELATIONSHIP	ADDRESS	TELEPHONE

May we contact your references at this time? Yes No

Please answer the following questions:

Why would you like to volunteer at PEM?

Do you have experience in any of the areas of interest selected? Tell us why you selected these areas.

What types of professional and technical skills can you offer as a volunteer?

Are there any other special skills or talents you would like to share with us?

Please enclose a copy of your resume with this application.

As a docent you must be willing to commit to a three-hour weekday shift, plus a three-hour weekend shift and two three-hour training sessions per month.

Please answer the following questions:

Do you have any public speaking experience? If so, please explain.

What languages do you speak fluently?

Do you have art history, teaching, or art-making instruction experience?

Have you ever been a docent? If so, where?

What do you hope to gain by being a docent at PEM?

Please enclose a copy of your resume with this application.

Applicant's Statement

I have read and fully understand the questions asked in this application. I understand that this application is not an offer or contract of employment. If selected as a volunteer, I give the Peabody Essex Museum permission to contact all or any of my references and authorize them to provide all information requested of them by the Peabody Essex Museum, and release and hold harmless all persons and entities from liability for doing so. I understand that after a tentative offer to volunteer has been made, a background investigation will be conducted by PEM or its agent/third-party provider including a criminal offender record information report. I have the right to request in writing, upon receipt of notice that an investigation is being conducted, a complete and accurate written disclosure of the nature and scope of the requested background investigation. I understand that an offer to volunteer is conditioned upon receipt of satisfactory references and satisfactory completion of such a background investigation.

I have provided truthful and complete responses to all inquiries in the application and understand that the discovery of any falsification or omission will disqualify me from consideration as a volunteer or constitute grounds for immediate dismissal if discovered. If selected by the Peabody Essex Museum, I will abide by its rules and regulations, which I understand are subject to change by the museum.

DATE:

APPLICANT'S SIGNATURE:
