

美术馆志愿者的学习与管理

The Studies & Management of Museum Volunteer

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美术馆志愿者的学习

美术馆志愿者是美术馆管理的重要组成部分；

志愿者的工作分为两类活动：业务活动和管理活动；

专业的业务学习和管理学习是美术馆志愿者的必须。

认清宗旨

美术馆宗旨是一个美术馆的灵魂；

对宗旨的认识，决定了志愿者对机构是否认同，影响志愿者的行为；

认清宗旨，是志愿者服务的前提。



了解艺术

足够的艺术史知识；

对艺术家和作品的了解；

对艺术作品全方位的认识；

多角度的理解与阐释；



拓展观众

艺术行销 观众拓展 观众教育

艺术行销的核心是观众开发和拓展
观众拓展的核心是观众教育
观众拓展是美术馆志愿者的中心任务

Volunteer

Current Volunteers

If you are a registered Bruce Museum volunteer, please use the Volunteer Information Center link below to access your volunteer records file.

[Volunteer Information Center](#)

Prospective Volunteers

If you would like to become a Bruce Museum volunteer, [click here to apply online](#). There are many opportunities to participate at the Bruce Museum. What kind of volunteering can I do at the Bruce? Volunteers serve in these capacities:

Docent

Membership

Museum Ambassador – greeting visitors, requesting exhibition survey participation

Museum Store

Reception Desk

Special Events

Art and Craft Festival - admission gates, customer service, vendor ambassadors, membership sales

Staff Support

Simple Tasks

What kind of volunteering can I do if I am a high school or college student?

Youth Volunteers serve in these capacities

Arts and Crafts Assistant

Digital Media assistance, filming and editing events and exhibition projects

Museum Ambassador – greeting visitors, requesting exhibition survey participation

Museum Ambassador

Youth Committee (special projects)

Assistant at the Seaside Center (summer only)

Office Assistant

美术馆志愿者的管理

What are the benefits of being a Volunteer?

Volunteers receive:

15% discount in the Museum Store

Volunteer Recognition Luncheon

Behind-the-scenes tours of the Museum

Involvement in special events

Admission to waiting-list only events when volunteering at the event

Reference for college applications

Allowable tax deductions of travel expenses to and from the Museum

When can I volunteer?

Will it fit in my schedule?

Hours are flexible and are available on weekdays, weekends and evenings.

How will I know what to do?

We'll teach you or draw on skills you currently have.

Are there any requirements to be a volunteer?

When your [Volunteer Application](#) is received, the Volunteer Manager will telephone or email you to schedule an interview if the present needs of the Museum match your stated abilities and available time. Qualified candidates may be referred to a department for a second interview. Volunteering is a privilege of Museum membership (youth are exempt). You may complete a [Bruce Museum Membership Application](#) online now or make arrangements to join at your interview. Parental consent for those less than 18 years old may be required.



定位清晰

非常清楚自己的工作范围

深信志愿者参与的价值

强调团队的力量

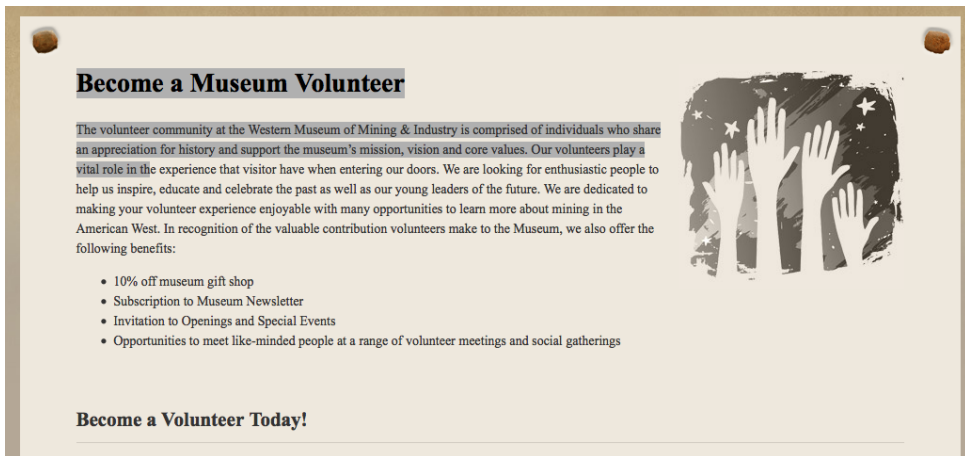
划清范畴

对志愿者的管理要回答以下几个问题：

1. 我们为什么需要志愿者？
2. 我们对志愿者方案有什么样的展望？
3. 我们对志愿者的期待是什么？
4. “兼职”代表的意思是什么？
5. 我的头衔是什么？
6. 指挥系统是什么样的情况？
7. 首要优先的工作是什么？
8. 志愿者方案的预算和资源？
9. 多久和如何进行评估？
10. 如何确保美术馆机构的全面参与？

分析授权

1. 方案的规划与执行
2. 志愿者招募及公关
3. 面试及筛选
4. 简介与培训
5. 督导
6. 动机和认证
7. 方案的评估
8. 记录保存和报告
9. 其他职责



Become a Museum Volunteer

The volunteer community at the Western Museum of Mining & Industry is comprised of individuals who share an appreciation for history and support the museum's mission, vision and core values. Our volunteers play a vital role in the experience that visitors have when entering our doors. We are looking for enthusiastic people to help us inspire, educate and celebrate the past as well as our young leaders of the future. We are dedicated to making your volunteer experience enjoyable with many opportunities to learn more about mining in the American West. In recognition of the valuable contribution volunteers make to the Museum, we also offer the following benefits:

- 10% off museum gift shop
- Subscription to Museum Newsletter
- Invitation to Openings and Special Events
- Opportunities to meet like-minded people at a range of volunteer meetings and social gatherings

Become a Volunteer Today!

VOLUNTEERING at Carnegie Museums of Pittsburgh



整合团队

1. 善用有经验的志愿者
2. 秘书和助理的工作
3. 总务管理的工作
4. 公关人员的工作
5. 观众拓展的工作
6. 募款的工作
7. 人事管理的工作
8. 理事会成员的职责
9. 美术馆馆长的责任
10. 志愿者管理人员

美术馆志愿者团队组织要素

1. 详细确立主管对工作的期待
2. 哪些工作可以委托出去
3. 决定哪此工作准备委托出去
4. 找到内部、外部人力、物力、财力各方面的帮助
5. 组织管理方面的人力资源，并对志愿者进行培训
6. 清楚地告诉委托志愿者的工作内容、如何进行以及完成的日程
7. 依据工作需求，创建一个志愿者工作团队
8. 建构沟通系统
9. 评估工作绩效，让荣耀回归每一位参与者。



大家来

帮帮忙