

Peninsula Fine Arts Center
Arts Alliance
Information Form

To better place you in the area of your experience please answer the following, filling in as needed. If you are not interested in working in a certain area just put an X through that section.

General information

Are you over 21 yes_____ no_____

Can you lift 50 pounds yes_____ no_____

Marketing & Special Events

1-Do you have any graphics experience? Making flyers, inserting photos and pictures into type? Yes_____ No_____

If so what programs do you use? _____

2- Are you comfortable in sales, selling Pfac memberships to prospective members? Yes_____ No _____

Past experience in sales-

3- Can you bartended? Yes_____ No_____

List experience

Arts Café – the first 3 Thursdays of the month. The shift is 4:30-4:45-8:30. This includes set up, break down, check-in, bar, food prep, and general runners.

1- If you volunteer for Arts Café, Can you commit to one, two, or three Thursdays a month? 1st Thurs_____ 2nd Thurs_____ 3rd Thurs_____, I would rather be on an on call basis_____

2- I would be interested in helping earlier in the day with food prep.

I can work these hours on Thursday._____

Children's Activities/ Education

1-For children's' activities, such and make and take it items are you available to come in for training? Yes_____ No_____

2- I would be comfortable after training to take the lead and teach others.

Yes_____ No_____

3- I would like to help with birthday parties. Yes_____ No_____

4- I am interested in preparing for large projects. Yes_____ No_____

Gift Shop

1-Do you have retail sales experience? _____ How long? _____

2- Have you used a cash register? Yes___ No____
Charge machine Yes_____ No_____

3- Would you be comfortable in the Gift Shop by yourself? _____

Office Support

This varies week by week. Sometimes it is a mass mailing, making copies, researching addresses, data entry, phone calls, and so on.

1- I am available for any office support-please list day and time. _____

2- I can be on call for projects. Yes_____ No_____

3- I have been trained with database entry Yes_____ No_____,
Excel program Yes___ No__, I can type _____ wpm.

Building Maintenance

1- I can help with jobs around the Center. Yes_____ No_____

2- Can you lift heavy objects? Yes_____ No_____

Docent

1- I would like to be a Docent only. Yes _____ No _____

Please list anything you would like us to know about you and your skills or physical limitations.
