

# ***VOLUNTEERING*** with **Tile Heritage Foundation in the 21st Century**

A national, member-supported organization for the Preservation of Ceramic Surfaces in America



- Volunteering for Tile Heritage can be a very rewarding experience! We value diligence, enthusiasm and your willingness to participate.
- Volunteers are coached for specific tasks - it's a way to develop and add to your skills!
- We need volunteers in the THF library and archives and off-site too for special events around the country.
- You can volunteer weekly, monthly or for a specific project - whatever fits for you.

**What areas are you most interested in volunteering for? Check all that apply.**  
*Broader descriptions of these volunteer positions follow on Page 3 of this document.*

- Archiving and database support at Tile Heritage
- Advocating for Tile Heritage. Recruit new members and/or volunteers
- Grant Writing & Fundraising
- Online or specific site "Auction Support Staff"
- Clerical support including web and other technology skills
- Mapping a tour of installations in your city/state/travels
- Organize for a local tile sale, lecture, workshop in your area
- Volunteer to participate in a tile or mosaic community build or installation
- Photograph and digitally document tile installations or collections
- Help clean or restore a public installation faced with tiles, mosaic or terra cotta

## **Tile Heritage Volunteer Application**

Name:

Mailing Address:

Phone Number:

Email Address:

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**Why do you want to volunteer at THF?**

**Is your volunteering connected with your job or another organization?**

**Highest level of education completed:**

**College degrees or special training:**

**Employment history** ( Please use Page 4 to further expand on your answers to questions)

**Check the following skills that apply to you:**

- I am proficient with MAC computers and software
- I am proficient with PC computers and software
- Name software you are familiar with (use additional space to list)
- Accurate typing
- Library/archive management
- Grant Writing
- Data entry
- Cataloging
- Auction coordinator
- Art and ceramic history research
- Proofreading
- Editing
- Filing
- Workshop coordinator
- Teaching others any of the above skills

**Do you have any other skills or experience that would be relevant to working at THF?**  
(Use extra space to respond)

**Do you speak/read any other languages/at what proficiency?**

**Availability (days of the week, hours, location etc):**

**Emergency Contact: Name:**

**Phone Number(s):**

**Medical Conditions:**

**Allergies/medications you're currently taking?**

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## *A broader descriptions of these volunteer positions*

**Archives Library & Collections Volunteers** - Tile Heritage Foundation archives, permanent collections, library and digital resources require hundreds of hours of management and maintenance every year to keep them active, accessible and useful. **Volunteers** may work in the library, archival files, data bases, digital image collection, photography collection and permanent tile collection storage facility assisting in their management. **Volunteers** are trained to manage specific tasks and should be willing to commit to **volunteering at least two days a month**. *Volunteers with archiving experience are especially needed.*

**Advocacy** - Tile Heritage especially embraces THF members with shared values in the long term mission of the Foundation, engaging and recruiting others to become **members, sponsors or volunteers**, playing a significant role in funding current programs. **Volunteers** will be provided pertinent materials and training for this undertaking and should be willing to commit to **volunteering for a specific time period with a beginning and end date**.

**Grant Writing** - The Foundation has many resources available and is looking for **experienced grant writer volunteers** to assist in grant writing and other funding activities. A Strategic Plan and resources are available to assist volunteers.

**Special Event Volunteers** are often needed for community specific tile sales & workshops as well as soliciting new members for THF at these events. **Volunteers** will be provided pertinent materials and training and should be willing to commit to **volunteering for a specific event**.

**Online or specific site “Auction Support Staff”** - Auctions need experienced volunteers with organizing and computer skills or a willingness to learn about running online or site specific auctions as well as asking for and organizing donated materials. Online auctions often have many months of lead time. **Volunteers** will be provided pertinent materials and training for this type of job and should be willing to commit to **volunteering for a specific time period with a beginning and end date**.

**Clerical support including web and other technology skills** - The Foundation is interested in skilled assistance with bookkeeping tasks, filing, data entry and other day to day office tasks. **Volunteers are trained to manage specific tasks and should be willing to commit to volunteering at least two days a month**.

**Photograph, Digitally Document and Map** - Tile Heritage encourages the documentation and mapping of tile and mosaic and other ceramic surfacing materials (facia) on the exterior and interior of buildings and other locations accessible to the public. **Volunteers** willing to work on this type of documentation should also be willing to share their findings with the Foundation and make their findings available for publication. **There is no time limit but a specific commitment to engage in such a project is appreciated to allow Tile Heritage staff to support you in your efforts.**

**Community Build Projects** - Volunteer to participate in a tile or mosaic community enhancement project or installation. Volunteers should be experienced in installation or willing to learn, able to teach others or willing to participate in securing funding and/or materials for a project in their own or other communities. **Volunteers will be provided pertinent materials and training for this type of job and should be willing to commit to volunteering for a specific time period with a beginning and end date.**

**Help clean or restore** a public installation faced with tiles, terra cotta or mosaic. Site specific calls for assistance are made to Tile Heritage from time to time. **Volunteers** with skills and interest in such undertakings should contact Tile Heritage to link to projects.

**Please add additional information on this page**