



ANDERSON-ABRUZZO  
ALBUQUERQUE  
INTERNATIONAL  
BALLOON MUSEUM

## Calling All Volunteers!

The City of Albuquerque Prepares To Launch the  
Anderson - Abruzzo Albuquerque International Balloon Museum  
Grand opening this October during  
The 2005 Albuquerque International Balloon Fiesta.

### MISSION STATEMENT

The Anderson-Abruzzo Albuquerque International Balloon Museum is an educational institution of engaging exhibitions and informative programs on the history, science and art of ballooning.

The Museum encompasses an international, national and regional perspective demonstrating the global development of ballooning achievements through exhibitions, collections and programs designed for diverse audiences.

The Museum also showcases the adventurous spirit, endeavors and achievements of individual balloonists.

Volunteering at the Anderson – Abruzzo Albuquerque International Balloon Museum is a great way to learn about the history of ballooning, gain new experiences, and make friends. It is also a way to get involved in the community and to share your talents with others. With the help of volunteers, the museum staff is able to accomplish a great deal more than we would alone, especially with research, collections care and public outreach. Several positions are available including:

### VOLUNTEER POSITIONS AVAILABLE

- **Docents** - Greet visitors, give gallery tours, assist children with educational programs or help to create a special event.
- **Adult Outreach Program Docents** – Educate groups off-site regarding Museum exhibits, collections, and history of ballooning.
- **Children’s Outreach Program Docents** – Assist Curator of Education with school field trips.
- **Exhibit Interpreters** – Educate visitors regarding specific exhibits and/or collections.
- **Curatorial Assistants** – Assist the Museum’s curators with tasks related to the museum’s educational programs, archives or collections.
- **Greeters** – Welcome museum visitors and assist with visitor’s questions regarding museum events, programs, and activities.
- **Translators** – Multilingual individuals to assist in translating documents, and interacting with visitors that do not speak English.
- **Museum Catalogers** – Measure and describe archives and 3 dimensional artifacts. Documentation also includes recording history of origin, ownership of items, etc.



## MORE VOLUNTEER POSITIONS AVAILABLE

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- **Librarian Assistants** – Shelve and label books, maintain card file, etc., in museum's library.
- **Collections Assistants** – Assist the Curator of Collections in;
  - a) Cataloguing
  - b) Research
  - c) Database entry
- **Classroom Assistants** – Assist Curator of Education with children's programs.
- **History Researcher** – Assist with research to build the museum's data base and to provide information for new exhibits and collections.
- **Oral History Interviewer** – Conduct interviews with ballooning experts to preserve the history of ballooning.
- **Current History Archivist** – Clip and file current newspaper and magazine articles relating to balloon events and history.
- **Photographers** – Document artifacts, exhibits, collections, etc.
- **Videographers** – Record artifacts, exhibits, collections, etc.
- **Office Assistants** – Greet visitors, answer phones, return calls, fax documents, light filing, envelope stuffing, correspondence, printing and assist staff as needed. Assignments may vary.
- **Groundskeepers** – Grounds maintenance. Assignments may include gardening and weeding as needed.
- **Maintenance Assistants** – Assist in keeping the museum litter-free. Empty trash cans. Keep bathrooms, break rooms, locker room clean, etc.

### Special Events Personnel

- A. **Greeter** – Welcomes visitors, and offers information as needed, distributes brochures, etc.
- B. **Ticket Taker** – Collects tickets/passes.
- C. **Event Ushers** – Assists visitors with seating and general information regarding the layout of the museum.
- D. **Photographers** – Document events for museum records.
- E. **Maintenance** – Assist in clearing area of debris prior to, during, and after event.
- F. **Miscellaneous** – Duties to be determined by event staff. May include, coat checking, event set-up or tear down as needed.



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## **VOLUNTEER TRAINING SCHEDULE**

### **Session I**

Monday, July 18 2005 thru Monday August 22, 2005 9 AM to 12 Noon

### **Session II**

Monday, August 8, 2005 thru Monday, September 12, 2005 1 PM – 4 PM

## **VOLUNTEER HOURS**

Daily

Morning	9 a.m. - 1 p.m.
Afternoon	1 p.m. - 5 p.m.
Sunday Afternoon	12 noon - 5 p.m.

Special Events and summer exhibits may have additional evening hours.

## **GENERAL REQUIREMENTS**

Submit completed application and meet with Volunteer Program Coordinator to match skills and interests; attend required museum orientation and training in order to effectively perform duties; work one 4-hour shift per week (alternate hours can be arranged); outgoing, friendly personality.

To obtain an application you may print one below and mail it to the Balloon Museum or call to set up a meeting with the Program Coordinator.

Lorrie M. Welby  
Volunteer Program Coordinator  
Anderson - Abruzzo Albuquerque International Balloon Museum  
9201 Balloon Museum Drive NE  
Albuquerque, New Mexico 87113  
505.768.6028  
[lwelby@cabq.gov](mailto:lwelby@cabq.gov)  
[www.cabq.gov/balloon](http://www.cabq.gov/balloon)



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# City of Albuquerque VOLUNTEER APPLICATION – LEVEL I



Name \_\_\_\_\_ Date \_\_\_\_\_  
*(Please print)*

Address \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

DOB \_\_\_\_\_ Gender \_\_\_\_\_

Former Name(s)/Aliases \_\_\_\_\_

Former State(s) or Country of Residence \_\_\_\_\_

Physical Description (Attach copy of your NM Driver's License or Photo ID)

### WAIVER AND CONSENT

1. I hereby consent to a background investigation.
2. I agree to immediately notify the \_\_\_\_\_ Department's Coordinator of Volunteer Services upon my arrest for a felony or any other offense.

3. Signature \_\_\_\_\_ Date \_\_\_\_\_

*To be completed by City of Albuquerque agency*

Department name: \_\_\_\_\_

Description of volunteer duties: \_\_\_\_\_

Name of intake representative: \_\_\_\_\_  
*(Please print)*

Signature of intake representative: \_\_\_\_\_  
Date \_\_\_\_\_

Acceptable websites: [www.nmsexoffender.dps.state.nm.us](http://www.nmsexoffender.dps.state.nm.us) and [www.nationalsexoffenderregistry.net](http://www.nationalsexoffenderregistry.net)

Results \_\_\_\_\_ Date \_\_\_\_\_ Initials \_\_\_\_\_

Parent or legal guardian's signature required if volunteer is less than eighteen (18) years of age.

Signature of parent or legal guardian \_\_\_\_\_  
Date \_\_\_\_\_

6/01/05



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## City of Albuquerque VOLUNTEER APPLICATION – LEVEL II



Name \_\_\_\_\_ Date \_\_\_\_\_  
*(Please print)*

Address \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

DOB \_\_\_\_\_ SSN \_\_\_\_\_ Gender \_\_\_\_\_

Former Name(s)/Aliases \_\_\_\_\_

Former State(s) or Country of Residence or Arrest Since 1970  
\_\_\_\_\_

Physical Description (Attach copy of your NM Driver's License or Photo ID)

*If volunteer will use a non-City vehicle to perform volunteer duties, a driver's license number and license plate number of the vehicle(s) must be provided.*

Driver's license number/state where issued: \_\_\_\_\_

License plate number(s) of vehicle(s): \_\_\_\_\_

### **AFFIRMATION** (circle appropriate response)

I have / have not been convicted of a sex offense against any person at any time as defined by the Megan's Law of any jurisdiction or any sex crime similar to the crimes listed as sex offenses under the New Mexico Sex Offender Registration and Notification Act.

6/01/05



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## LEVEL II VOLUNTEER APPLICATION—Page 2



I have / have not been convicted of a felony or other crime punishable by a jail term of more than one (1) year.

I attest that the above information is truthful and accurate.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### WAIVER AND CONSENT

- 4. I hereby consent to a background investigation.
- 5. I agree to immediately notify the \_\_\_\_\_ Department's Coordinator of Volunteer Services upon my arrest for a felony or any other offense.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent or legal guardian's signature required if volunteer is less than eighteen (18) years of age.

Signature of parent or legal guardian \_\_\_\_\_  
Date \_\_\_\_\_

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Description of volunteer duties: \_\_\_\_\_

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*(Please print)*

Signature of intake representative: \_\_\_\_\_  
Date \_\_\_\_\_

Acceptable websites: [www.nmsexoffender.dps.state.nm.us](http://www.nmsexoffender.dps.state.nm.us) or [www.nationalsexoffenderregistry.net](http://www.nationalsexoffenderregistry.net) or [www.klaaskids.org](http://www.klaaskids.org)

Results \_\_\_\_\_ Date \_\_\_\_\_ Initials \_\_\_\_\_

6/01/05