



Where Art Happens!

110 W. Broadway Eugene, OR 97401 ♦ (541) 344-DIVA (3482) ♦ www.divacenter.org

JOIN THE DIVA VOLUNTEER CADRE

DIVA is a volunteer-based organization and the service provided by its cadre of assistants has made it an outstanding downtown center for the visual arts. If you have only a few or many hours a week to offer as a volunteer, DIVA would like to hear from you.

Today's Date:

Name:

E-Mail:

Phone:

Address:

Please check opportunities of interest to you.

- Gallery Assistant:** Host the front desk, greet patrons, register class and event participants, sell gift gallery items, and provide information about the Center's programs and opportunities.
- Event Assistant:** Help stage film screenings and performances including set-up/take down, ticket and snack bar sales.
- Exhibits Installation Assistant:** Help install and take down exhibits.
- Reception Assistant:** Help prepare and serve refreshments at receptions and other special Center Events.
- Office Assistant:** Help with special bulk mailings, filing, and other office duty tasks.
- Graphic Arts Assistant:** Design posters, flyers, and other materials to help promote Center events.
- Facility Maintenance Assistant:** Help maintain the DIVA facilities from simple cleaning to repair depending on skills.
- Postering Assistant:** Deliver event posters, flyers, and cards to venues around the Eugene/Springfield area.

How many hours a month can you contribute?

What days are best for you to volunteer? SU – M – U – W – Th – F – S

What time of day is best for you? Morning – Afternoon – Evening.

What is the best way to reach you: ___ phone ___ e-mail.

Describe your skills such as graphic, computer, photography, office, etc.

Other: I have skills and interest in _____ area which I'd like to offer"
(e.g. web design, database management, electrical, lighting, construction)

Please send this form as an e-mail attachment to diva.programs@gmail.com
or mail to DIVA 110 W. Broadway, Eugene, OR 97401. For more information
call 541-344-3482