



## Volunteer/Intern Application

### Mission Statement:

Imagine That! Kansas City is an innovative and creative arts studio for adults with developmental disabilities located in the Crossroads Arts District. We aim to provide individuals who participate with the tools and materials to create art and the supports to define themselves as artists. The studio's clients are supported by a team of trained artists that strive to integrate the studio into the larger art community locally, nationally, and internationally.

Today's Date: \_\_\_\_\_

### CONTACT INFORMATION:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

In case of an emergency, who would you like us to notify?

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Cell Number: \_\_\_\_\_ Work Number: \_\_\_\_\_

PLEASE RETURN TO: Amy Norman, Imagine That! Program Director  
2040 Central Street, Kansas City, Missouri 64108  
[amy.norman@rhd.org](mailto:amy.norman@rhd.org) or (816)474-4200

**CRIMINAL HISTORY:**

*All volunteers and interns are required to have a background check prior to working at Imagine That.*

**Have you ever been convicted of a felony?** Yes No

If yes, please disclose the nature, date(s), and location(s) of the conviction(s):

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**PERSONAL AND PROFESSIONAL INFORMATION:**

Please describe your school experience and any relevant degrees/certificates:

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Please describe any relevant art training or experience (personal or professional):

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Please list specific skills that you possess that may benefit Imagine That:

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**Please list two non-relative personal or professional references:**

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone and/or Email: \_\_\_\_\_

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone and/or Email: \_\_\_\_\_

*Our hours of operation are 9:00 a.m. to 4:00 p.m., Monday through Friday. Our studio art program runs 9:30 a.m. to 3:30 p.m. First Friday events are the first Friday of every month, with the exception of December through February, 6:00 p.m. to 9:00 p.m.*

**How much time can you commit to volunteering?** \_\_\_\_\_ hours/week or month

**Start Date:** \_\_\_\_\_

**Length of Commitment:** One time / Occasionally / 3-6 months / 6 months or more

**Please indicate the time of day you are available:**

Monday \_\_\_\_ a.m./p.m.- \_\_\_\_ a.m./p.m.

Tuesday \_\_\_\_ a.m./p.m.- \_\_\_\_ a.m./p.m.

Wednesday \_\_\_\_ a.m./p.m.- \_\_\_\_ a.m. /p.m.

Thursday \_\_\_\_ a.m./p.m.- \_\_\_\_ a.m. /p.m.

Friday \_\_\_\_ a.m./p.m.- \_\_\_\_ a.m. /p.m.

**How did you first hear about us?**

**(For Internships only) Please pick your preferred area(s) for your Internship Concentration:**

**Why are you interested in volunteering/having an internship at Imagine That?**

**AUTHORIZATION AND AGREEMENT BY APPLICANT**

1. I certify that the facts set for in this application are true and complete to the best of my knowledge. I understand that any false statement, omission or misrepresentation in my application may result in the rejection of my application or discharge from the volunteer/intern program.
2. I consent to having Resources for Human Development complete a criminal background check prior to volunteering.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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## Volunteer/Internship Opportunities

***As a volunteer/intern with Imagine That! the expectation is as follows:***

- *Act as a role model within and outside of Imagine That!*
- *Maintain a positive and respectful attitude with employees of Resources for Human Development and artists supported at Imagine That!*
- *Communicate regularly with a supervisor*
- *Demonstrate flexible and efficient time management*
- *Be prepared to perform duties*
- *Maintain confidentiality as it relates to the business practices of Imagine That! and Resources for Human Development, as well as the health information of any individual who is supported at Imagine That!*

### **Internship Responsibilities**

- Implement at least one workshop with our artists, teaching a skill you possess.
- Assist in the development, curation, hanging, and completion of an exhibition at Imagine That!
- Picking at least one of the below areas for your Internship Concentration
- Meet with your designated supervisor upon arrival each day.
- Reporting on time/giving clear notice if unable to show up on a scheduled day.

***Areas for Internship concentration (can be one or more):***

Arts Education- Implementation of arts or community related workshops with our artists.

Community Involvement- Improve awareness in our community, develop relationships with local artists, community organizations, and galleries. Assist Imagine That! in locating talented artists to teach workshops either on location or within our studio.

Exhibition- Inventory, documentation of artwork, curate for upcoming shows, lighting, wall signage, price sheets.

Music Creation/Marketing- Implement music based workshops, assist Music Director with various tasks related to production and promotion of music.

Social Media and Marketing- Twitter, Instagram, Facebook exhibition campaigns, Produce marketing materials such as postcards, flyers, posters, write and send press releases, develop strategies for gallery promotion.

Special Projects- Zine, marketable materials, books, "What is Art?" video project, 5 year anniversary book/magazine, etc.

## **Volunteer Tasks:**

### Gallery:

- Preparing Gallery Space for Exhibition- spackle, sand, and paint

### Music:

- Instrument Lessons
- Voice Lessons
- Lyric Writing
- Band Practice

### Visual Arts: Education Workshops/Classes, 1:1 Tutorials

- Ceramics
- Photography
- Graphic Design
- Animation/Video
- Drawing
- Painting
- Fibers
- Woodworking
- Printmaking
- Sculpture
- Mixed Media
- Bookmaking/Binding
- Jewelry Making
- Screen Printing

### General Maintenance and Upkeep of the studio:

- Curb Appeal (Pop Up Shop, Sweep, Tidy, Implement Beautification of our outdoor space)
- Slop Sink Organization/Cleaning
- Organizing Supplies
- Testing Supplies
- Building/Creating Storage Space for artwork