

2019 training course: Tuesdays and Saturdays, March 19–May 18, noon–2:00 p.m.

The course will include additional optional sessions relating to FAM programming, as well as readings and online components.

Thank you for your interest in volunteering at the Frist Art Museum. Volunteers are vital to the operation of our organization. Selection is based on availability, commitment, and the needs of the Frist. You will be notified prior to the starting date of the course if you have been selected for an interview.

All information on this application will be kept strictly confidential and used only in the management of the Frist volunteer program.

Personal information

First name

Last name

Address

City

State

Zip

Phone

Secondary phone

Email

Demographic information

This information is required for many funding opportunities and helps us get a better idea of the demographic makeup of our volunteers.

Date of birth

Gender

Education level

Ethnicity

Questions

Do you have any background teaching either K–12 students or adult learners?

How does your interest in the arts express itself in your life currently? Are you a practicing artist? A regular museumgoer? An active participant in online arts communities, etc.?

Describe an important visit to an art museum in your life, and how that memory is related to your interest in being a docent. What elements of that experience can you bring to your gallery teaching at the Frist?

Volunteer Agreement & Code of Ethics

All volunteers must accept these terms of agreement to participate in our program. Also, in accordance with the Frist's human resources policies, all volunteers must read and agree with the Volunteer Code of Ethics below. Thank you for your cooperation.

Frist Art Museum Volunteer Agreement:

I realize that acceptance as a volunteer is based on the combination of my interests, my availability, and the needs of the Frist. I understand that the Frist Art Museum volunteer program requires a service commitment and that I must pass a background screening. I realize that specific opportunities may not be available at a given time, but that my application will be held on file for future openings.

Frist Art Museum CODE OF ETHICS:

I realize that acceptance as a volunteer is based on the combination of my interests, my availability, and the needs of the Frist. I understand that the Frist Art Museum volunteer program requires a service commitment and that I must pass a background screening. I realize that specific opportunities may not be available at a given time, but that my application will be held on file for future openings.

I. INTRODUCTION

The Frist Art Museum exists and operates as a public trust. The Frist Art Museum has a duty to conserve, manage, and utilize its resources for the public good within the scope of its mission. This code of ethics is the foundation for the work of the board of trustees; employees, including full, part-time, and temporary employees; consultants, including independent contract workers; and volunteers, including interns, in fulfilling the Frist Art Museum's mission through conduct characterized by the highest standards of ethical practices.

II. GOVERNING PRINCIPLES

Advancing the Frist Art Museum's mission and goals requires an organizational culture built on the following governing principles:

A. Integrity

The Frist Art Museum shall conduct its work with the utmost integrity, including, but not limited to, avoidance of any conflicts of interest. In all its work, the Frist Art Museum shall comply with laws and regulations applicable to it, adhere to its contracts and commitments, act consistently with its policies and procedures, and strive to understand and consider the professional ethical standards expressed in the Code of Ethics of the American Alliance of Museums and of the International Council of Museums.

B. Responsibility

Each person working for or on behalf of the Frist Art Museum has a responsibility to advance the institution's overall success. All such persons should strive to conscientiously fulfill the duties of their positions and to consistently act in the best interests of the Frist Art Museum.

C. Teamwork

Each trustee, employee, and volunteer is important to the success of the Frist Art Museum. Each person brings different talents and experiences and the Frist Art Museum expects its trustees, employees, and volunteers to work together toward a shared vision and common goals.

D. Constituent focus

The Frist Art Museum strives to be oriented toward its constituencies. This responsibility includes providing prompt and courteous responses to inquiries and requests and putting constituent service before personal preferences.

E. Commitment to diversity

The Frist Art Museum is committed to promoting respect for diversity and acceptance of different abilities, experiences, and perspectives within the organization. The Frist Art Museum's leadership, employees, and volunteers shall exhibit respect toward the values, beliefs and opinions of others.

F. Programmatic philosophy

The programs of the Frist Art Museum shall support its mission and be responsive to the communities it serves. The trust by the public of the Frist Art Museum is earned through its commitment to thorough research and scholarship, community involvement, educational outreach and programs, access to the widest possible audience, and respect for individual points of view. Programs shall be evaluated to

assess scholarship and effectiveness. Thoughtful and respectful involvement of the constituencies served by the Frist Art Museum are considered in the development and implementation of programs. Revenue-producing activities and other activities that involve partnerships with other organizations or community groups must be compatible with the mission of the Frist Art Museum.

G. Equal opportunity

The Frist Art Museum shall adhere to legal employment practices. In matters such as board and personnel selection, management practices, volunteer opportunities, and relationships with the public at large, the Frist Art Museum shall ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, gender, age, disability, marital status, or any other characteristic protected by law. The Frist Art Museum prohibits any such discrimination or harassment.

H. Fiscal accountability

The community entrusts the Frist Art Museum with resources in order to fulfill its mission. The Frist Art Museum is committed to the prudent and efficient use of all of its resources.

The Frist Art Museum shall cause to be conducted an annual independent audit and make audited financial statements available to the public.

III. APPLICATION

C. Volunteer

Volunteers, as an integral part of the Frist Art Museum's organization, have a responsibility to comply with the policies and procedures of the Frist Art Museum. Those volunteers with access to Frist Art Museum exhibitions, programs, and privileged information shall adhere to the same ethical standards that apply to trustees and employees. Volunteers shall work toward the growth and development of the institution and not for personal pecuniary gain.

IV. COMPLIANCE AND IMPLEMENTATION

C. Volunteers and interns

As a condition of volunteer service, volunteers and interns are required to certify that they have received, read, understand, and will adhere to the Frist Art Museum's Code of Ethics and Volunteer Code of Conduct located in the volunteer or intern manuals. Failure by volunteers or interns to adhere to these standards may result in termination of Frist Art Museum affiliation.

V. COLLECTIONS

The Frist Art Museum does not have a collection. Instead, it is dedicated to presenting exhibitions drawn from local, regional, national, and international sources that enable the Frist Art Museum to foster an appreciation for the art of the world, both past and present, while providing meaningful educational experiences to the Frist Art Museum's audience.

Although the Frist Art Museum is a noncollecting institution, management approved the one-time acceptance of a private donation of a sculpture, installed for public viewing near the main entrance of the building. The donated collection item is deemed to be held in furtherance of public service rather than for financial gain and accordingly will be protected, kept encumbered, cared for, and preserved. In the event the Frist Art Museum decides to de-access the sculpture, it will be donated to another nonprofit arts institution.

A. Management, maintenance, and conservation

The Frist Art Museum's exhibitions are an essential part of the cultural fabric shared by our community and nation. Objects and collections in the Frist Art Museum's custody shall be protected, secured, cared for, and preserved. The Frist Art Museum will exercise the same care with respect to borrowed objects and collections as it would do in the safekeeping of comparable property of its own. The Frist Art Museum shall strive to follow best practices agreed upon by the national and international museum community. The Frist Art Museum shall provide adequate staffing for the protection of borrowed collections.

B. Provenance research

It is the position of the Frist Art Museum that in its role as temporary custodian of objects on loan, it has an ethical responsibility to consider the status of borrowed material as well as the possibility of claims being brought against a loaned object in the Frist Art Museum's custody. The Frist Art Museum shall require that objects being considered for incoming loan should include as much provenance information as the lender has available, with particular regard to, but not limited to, American Alliance of Museums (AAM) guidelines concerning the unlawful appropriation of objects during the Nazi era, the Native American Graves Protection and Repatriation Act (NAGPRA), the Archaeological Resources Protection Act (ARPA), the 1975 Convention on International Trade in Endangered Species of Wildlife Fauna and Flora (CITES); the 1973 Endangered Species Act, the 1970 UNESCO Convention, the 1954 Hague Convention, and/or other legal guidelines that may be enacted.

If credible evidence of unlawful appropriation without subsequent and appropriate restitution is discovered, the Frist Art Museum shall notify the lender of the nature of the evidence and shall not proceed with the borrowing of the object until action is taken to resolve any issues. Depending on the circumstances of the particular case, prudent or necessary actions may include consulting with qualified legal counsel and notifying other interested parties of the Frist Art Museum's findings.

C. Commercial use

In arranging for the manufacture and sale of replicas, reproductions, or other commercial items adapted from an object exhibited at the Frist Art Museum, all related activities must be carried out in a manner that will neither discredit the integrity of the museum or the lender or lending institution nor trivialize or damage the original object. Care must be taken to identify such objects accordingly to ensure the accuracy and high quality of their manufacture. Copyright laws are always to be followed in obtaining rights for images or other reproductions.

D. Appraisals

No Frist Art Museum professional staff member shall perform appraisals of art objects. The Frist Art Museum may maintain a list of art appraisers but shall not provide an endorsement of anyone. The exceptions to this prohibition of staff appraisals are appraisals for Frist Art Museum use (e.g., insurance evaluations for loans), or, with written permission of the executive director/chief executive officer, for other non-profit organizations for similar purposes. Any such appraisal must represent an honest and objective judgment and must indicate how the judgment was reached.

E. Personal collecting

The Frist Art Museum may not be used to store the personal collections of members of the board of trustees, employees, or volunteers. Employees may not conduct research on personal collections during normal work hours.

F. Loan of objects

While loans of objects by board members, employees, volunteers, or members of their families can be of benefit to the Frist Art Museum, it should be recognized that inclusion in an exhibition can enhance the value of the exhibited object and consideration should be used in such cases. Any such loans must be approved in advance by the executive director/chief executive officer.

Loan requests are made solely for the purpose of their inclusion in exhibitions that enhance the mission of the Frist Art Museum.

G. Truth in presentation

It is the responsibility of the Frist Art Museum to present the best current information about the works of art the Frist Art Museum displays. Therefore, the Frist Art Museum expects from its employees intellectual honesty and objectivity in the presentation of objects.

VI. FACILITY

The Frist Art Museum is housed in a former federal post office, a building of historic, architectural, and community significance. The Frist Art Museum recognizes an ethical responsibility to preserve and protect the facility.