



# BUSINESS VOLUNTEERS FOR THE ARTS® (BVA)

YOUR BUSINESS SKILLS CAN HELP BOSTON'S  
NONPROFIT ARTS AND CULTURE ORGANIZATIONS.

**Business Volunteers for the Arts** provides pro bono business consulting services to nonprofit arts and culture organizations by carefully matching the skills of Boston business professionals with the needs of more than 200 arts and culture groups.

## BVA VOLUNTEERS OFFER ARTS AND CULTURE NONPROFITS A WIDE VARIETY OF SKILLS:

Strategic and Business Planning  
Marketing  
Financial Systems

Public Relations  
Human Resources  
Organizational Management

## THE BVA PROGRAM OFFERS 3 TYPES OF VOLUNTEER SERVICE:

### BVA COMMITTEE MEMBER

#### SERVICE DESCRIPTION

BVA Committee Members are placed on ad hoc committees of arts and culture nonprofits to do hands on work for a specific function or project.

#### CLIENT REQUIREMENTS

Five years of experience in one of the following areas: Accounting, Event Planning, Finance, Marketing, Public Relations, and Human Resources. General managers, attorneys, and strategy or management consultants are also eligible to apply.

### BVA CONSULTANT

#### SERVICE DESCRIPTION

BVA Consultants work with the client to designate specific goals and deliverables, which are articulated in a Project Request Form. Minimum time commitment is 3 months/12 hours per month. Most projects are completed within one year.

#### ELIGIBILITY REQUIREMENTS

Business professionals with at least 8 years of experience in the following areas: Finance/Accounting, Marketing/PR, Human Resources, and Strategic Planning/Organizational Development.

### BVA MENTOR

#### SERVICE DESCRIPTION

BVA Mentors work in an advisory capacity to the leaders of nonprofit arts and culture organizations, offering advice on a wide variety of business and organizational issues on an as needed basis. Minimum time commitment is 1 year/4 hours per month. Renewable pending a positive review from both client and volunteer.

#### ELIGIBILITY REQUIREMENTS

Business professionals with at least 12 years of relevant experience.



**Arts&Business  
Council** GREATER BOSTON  
A CHAPTER OF AMERICANS FOR THE ARTS.

c/o Goodwin Procter LLP • Exchange Place • Boston, MA 02109-2881 • Tel: 617-570-8346  
• Fax: 617-523-1231 • [www.artsandbusinesscouncil.org](http://www.artsandbusinesscouncil.org)

## **BUSINESS VOLUNTEERS FOR THE ARTS® (BVA)**

HOW TO APPLY:

### **STEP 1: APPLICATION AND DEADLINES**

Complete Volunteer Application (on pages 3 – 6).

### **STEP 2: INTERVIEW**

Once your application is reviewed, the BVA Program Director will contact you to schedule an interview. Interviews are held at the Arts & Business Council offices in downtown Boston and last approximately one hour.

### **STEP 3: ORIENTATION**

Attend mandatory 3 hour Orientation and Training Session. Sessions are scheduled 2 times per year in November and May. Dates and times are available at [artsandbusinesscouncil.org](http://artsandbusinesscouncil.org).

### **STEP 4: THE MATCHING PROCESS**

The BVA Program Director will now begin the search for the right match for you. Once we find a non-profit organization that fits both your skills and interests, we will contact you to set up a Match Meeting.

**For more information**, please contact BVA Program Director Margaret Moore.

Telephone: 617-570-1705

Email: [margaret@artsandbusinesscouncil.org](mailto:margaret@artsandbusinesscouncil.org)

# BUSINESS VOLUNTEERS FOR THE ARTS® (BVA) APPLICATION

Name \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_ Company \_\_\_\_\_

Email \_\_\_\_\_ Preferred mailing address: Home  Business

Business \_\_\_\_\_  
address city state zip

Business Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_ Home Phone (\_\_\_\_) \_\_\_\_\_

Home \_\_\_\_\_  
address city state zip

Supervisor \_\_\_\_\_ Title \_\_\_\_\_ CEO \_\_\_\_\_

May we contact your supervisor and CEO to express appreciation for your participation in BVA?  Yes  No

Company Industry \_\_\_\_\_ Total # employees in company \_\_\_\_\_

**Type of Volunteer Service(s) Preferred:**  BVA Committee Member  BVA Consultant  BVA Mentor

**Would you like to be matched with an experienced BVA to mentor you during your first project?:**  Yes  No

**Geographic Area Preferred for Project:**  Near Home  Near Work  No Preference

**Previous Experience with Nonprofit Organizations** (e.g. volunteer work, Board of Directors, membership)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Personal Involvement or Interest in the Arts** (e.g. membership, arts events you attend, hobbies, work in the arts)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Educational** \_\_\_\_\_

**Background:** School Major Degree Year

## Hours Available

Daytime \_\_\_\_\_ Noon \_\_\_\_\_ Evening \_\_\_\_\_

Weekends \_\_\_\_\_ Average # days travel per month \_\_\_\_\_



## BUSINESS VOLUNTEERS FOR THE ARTS® (BVA) APPLICATION

### How did you hear about BVA?

- a friend (name: \_\_\_\_\_)
- at an A&BC event
- artsandbusinesscouncil.org
- another website (name: \_\_\_\_\_)
- from a mailing (specify: \_\_\_\_\_)
- from an email (specify: \_\_\_\_\_)
- other: (specify: \_\_\_\_\_)

**Please complete this 2-page form and return with a completed letter of support, skills self assessment and your resume to:**

Margaret D. Moore  
Program Manager  
Arts & Business Council of Greater Boston  
c/o Goodwin Procter LLP, Exchange Place  
Boston, MA 02109  
617.570.1705  
fax: 617.523.1231  
email: margaret@artsandbusinesscouncil.org

*The Arts & Business Council staff will contact you for a personal interview. New BVAs are expected to attend an Orientation, held twice each year, before the start of their project. Please feel free to copy this application for friends and colleagues.*



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## BUSINESS VOLUNTEERS FOR THE ARTS® (BVA) APPLICATION

### Letter of Support

Applicant Name:				
Person Giving Letter of Support:				
Manager/CEO Name:			Title:	
Address:				
Address:				
Phone:		Fax:		Email:

Your recommendation of the above individual signifies that, in your opinion, she/he is a strongly qualified candidate for Business Volunteers for the Arts®, a pro bono consulting program of the Arts & Business Council of the Greater Boston. It also signifies your support for this individual's full participation in the program.

Business Volunteers for the Arts contribute valuable skills and knowledge in areas including strategic and business planning, marketing, financial systems, organizational management, public relations and more. Our volunteers make a difference in the community, broaden their personal and professional experience, strengthen their business skills by creatively challenging them in a new arena.

Business professionals with at least five years of relevant management experience are eligible to apply to the program. Candidates should have a demonstrated commitment to the arts.

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

<p><b>What contributions of skills and experiences do you think the applicant would make to the arts community in the Greater Boston region?</b></p>



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## BUSINESS VOLUNTEERS FOR THE ARTS® (BVA) APPLICATION

Name \_\_\_\_\_ Date \_\_\_\_\_

### Skills Self Assessment

Please indicate your level of experience in each of the following areas:

	Substantial Experience	Some Experience	No Experience
<b>Accounting/Finance</b>			
Accounting Systems Development			
Financial Planning/Controls			
Cash Flow Analysis/Projections			
Operating/Capital Budgeting			
Cost/Benefit Analysis			
<b>Human Resources</b>			
Staffing/Organizational Structure			
Job Description Development			
Personnel Policy/Procedure Development			
Employee Recruitment and Training			
Compensation/Benefits			
<b>Marketing/Public Relations</b>			
Market Research			
Marketing Plan Development			
Branding			
PR Strategy Development			
Media Campaign Execution			
Copy Writing			
<b>Organizational Development/Strategic Planning</b>			
Meeting/Retreat Planning and Facilitation			
Team Building			
Mission Statement Development			
Business Plan Development			
Long-range Plan Development			
Evaluation of Existing Program			
Architecture/Space Planning			
<b>Other (please describe)</b>			