

Volunteering at Cheekwood

One of Cheekwood's greatest assets is its outstanding volunteers. We value your contribution and hope you find your time with us meaningful and satisfying. The following offers you general information about Cheekwood, its operations and volunteer policies. Welcome to our team!



1200 Forrest Park Drive
Nashville TN 37205
(615) 356-8000
www.cheekwood.org

THE HISTORY OF CHEEKWOOD---

Nestled within 100 acres of forest and gardens, Cheekwood was designed and constructed as the estate of Leslie and Mabel Wood Cheek and still is considered one of the country's premier Country Place Estates. It also is listed on the National Register of Historic Places.

Leslie Cheek and his father and cousin were partners in a wholesale grocery business. His cousin, Joel, developed an innovative method of roasting coffee beans. Using this technique, Joel, supported by family investors including the Cheeks, produced a superior and popular brand of coffee served exclusively at the best hotel in Nashville, the Maxwell House Hotel.

In 1928, Postum (now General Foods) purchased Maxwell House's parent company, Cheek-Neal Coffee, for more than \$40 million. With their financial future secure, Leslie and Mabel Cheek purchased land on the western edge of Nashville and began to create their dream home.

They retained Bryant Fleming, nationally renowned architect and landscape architect to design the mansion and gardens. His inspiration was the grand English manors of the 18th century with their extensive formal gardens. The family moved into their 39-room limestone mansion in early 1933. Mr. Cheek died in 1935, just two years later.

In 1943, Mrs. Cheek deeded the home to her daughter Huldah and son-in-law Walter Sharp. The Sharps later offered the estate as a site for a public garden and museum. With support of the Exchange Club of Nashville, the Horticultural Society of Middle Tennessee and other civic groups, the new Cheekwood opened to the public in 1960. Today Cheekwood encompasses 55 acres, with 25 acres of cultivated gardens. The original mansion, an architectural treasure, now is the Museum of Art.



WHEN VOLUNTEERING---

Volunteer Benefits

In recognition of our volunteers' service, we offer:

- Free admission, free parking and a 20% discount on gift shop purchases (on the day you serve a shift)
- Discounted annual Cheekwood memberships
- Invitations to special events and gatherings, including the annual Volunteer Appreciation Party
- Special recognition for hours served
- A venue for spending time with old and new friends
- An opportunity to support one of Nashville's treasures

Parking Directions

Please enter by the main entrance at 1200 Forrest Park Drive. Stop at the gatehouse and tell the staff member you've come to volunteer. Once you enter the property, you may park in Lot A (across from the Gift Shop), Lot B (along the main drive), Lot C (by the Frist Learning Center) or in the overflow lot during high-traffic times. After parking, report to your assigned volunteer station.

What to Wear

Dress in clothing and shoes appropriate for the day's assignment and weather. Garden volunteers are asked to wear closed toe shoes.

Cancellation Notification

If you must cancel your shift, please contact the Volunteer Coordinator as soon as possible to allow time to find your replacement. To cancel or change your shift: call 615.353.6966 or email volunteers@cheekwood.org

Recording Hours

At the end of your shift, record your volunteer hours, plus your travel time to and from Cheekwood, in one of the Hours Logs. Logs are located in the Volunteer Lounge at Visitor Services, at the front desk of the Museum and in the downstairs studios at the Learning Center (see sample Log).

Training

Volunteers receive orientation for their specific assignments. Certain volunteer assignments, such as Docents or Guides, require mandatory training; others will receive on-the-job orientation.

Alcohol

Volunteers may not drink alcohol while on assignment at Cheekwood.

Note: Cheekwood reserves the right to re-assign, re-train, dismiss a volunteer, or discontinue a volunteer position.

VOLUNTEERS COMMITTEE---

The Volunteers Committee serves as the voice of Cheekwood volunteers, acknowledging volunteers' accomplishments and championing their best interests. The Committee meets bi-monthly and proposes recommendations regarding volunteer program operations to Cheekwood management for resolution. It also assists in communicating organization policies and updates to the general volunteer population. The Chair of this Committee serves as liaison between volunteers and the Cheekwood Board of Trustees.

GENERAL CHEEKWOOD INFORMATION---

Cheekwood Hours of Operation

Tuesday - Saturday 9:30am - 4:30pm

Sunday 11:00am - 4:30pm

Closed on Mondays except for Labor Day and Memorial Day

Admission

- Members FREE
- Volunteers FREE (on days of service)
- Adults \$12
- Seniors \$10
- Military 50% discount
- College students with ID \$5
- Youth ages 3 -17 \$5
- Children up to 2 FREE
- Visitors attending meetings at Cheekwood, such as Garden Clubs, may attend their meetings free of charge, but will need to purchase a ticket to view exhibits.

Parking

- \$3 per car
- Members FREE
- Volunteers FREE (on days of service)

Wheelchairs

A limited number of wheelchairs are available at no charge in the Visitor Services (Botanic Hall) and the Museum of Art.

Shuttle Service

On certain days, shuttles are available upon request to provide visitor transport from building to building. The shuttles do NOT drive through the gardens. The Information desks at the major buildings can call for a shuttle for a visitor.

Restrooms

Restrooms are located in the Visitor Services Center, on each level of the Frist Learning Center, in the Gift Shop and in the Museum of Art.

ATM

Located in the foyer of Visitor Services

Vending Machines

Located in the foyer of Visitor Services in Botanic Hall. In addition, the Gift Shop has bottled water for sale.

Food Service

Pineapple Room Restaurant is open 11am-2pm. Reservations are suggested, call 615.352.4859.

Gift Shop

Located in the same building as the restaurant, the Gift Shop is open 9:30am-4:30pm Tuesdays-Saturdays, 11am-4:30pm Sundays.

Pets

Cheekwood welcomes service dogs; all other pets are prohibited.

Media and Reporters

Refer any media personnel, not accompanied by a Marketing staff member, to the Information Desk at Visitor Services. Visitors or volunteers may not speak to the media as a Cheekwood representative.

Group Tours and Rates

Cheekwood welcomes groups to share our gardens and exhibits. Contact the Education & Public Programs Department at 615-353-9827 or education@cheekwood.org to book a group or school tour.

Special Events, Programs and Classes

Cheekwood offers special events and programs for the young and old, singles and families and everyone in between throughout the year. Fun and exciting annual events such as Spring Art Hop, Highballs and Hydrangeas, El Dia de Los Muertos and Santa Saturdays draw large crowds. In addition, Cheekwood offers a variety of educational classes and workshops, covering a variety of topics for all ages.

SAFETY PROCEDURES---

Your safety is top priority. Please report any concerns you have regarding yourself or your property to security. While you are on the property, it is important you adhere to the following safety tips and regulations:

Emergency Procedures

In the event of an emergency, call the Cheekwood Security Department immediately at **615.354.6386**.

First Aid

It is against Cheekwood policy for a volunteer to dispense or administer medication, such as offering aspirin, Tylenol, etc. First Aid kits are located at the Information Desks at Visitor Services, the Museum of Art, the Frist Learning Center and the front desk of the Gift Shop. In case of a medical emergency, call Security at **615.354.6386** or contact the staff at Visitor Services. Remain with the injured person until security arrives.

Inclement Weather

Outdoor volunteer assignments will be cancelled in the event of inclement weather. Should dangerous weather conditions occur, Cheekwood will close to the public. Call **615.356.8000** for a message regarding closing. Should you experience a weather-related emergency during your shift, contact Security at **615.356.8000** at once.

Building Emergencies

If maintenance or building emergency arises, contact the staff at Visitor Services.

Fires

Each Cheekwood building is equipped with several fire extinguishers. Please make yourself familiar with those locations.

WORK ENVIRONMENT---

Physical Demands

While performing their duties, volunteers may be required to handle, feel, talk, and hear and may be required to stand and walk, occasionally to stoop, kneel, or crouch during their assignment. While performing their assignment, volunteers may be exposed to outside weather conditions. Please dress appropriately. In hot weather, sunscreen, insect repellent, and water are available in the Volunteer Lounge.

The physical demands and work environment mentioned are a non-exhaustive list of those situations a volunteer may need to meet to perform their assignment successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Harassment

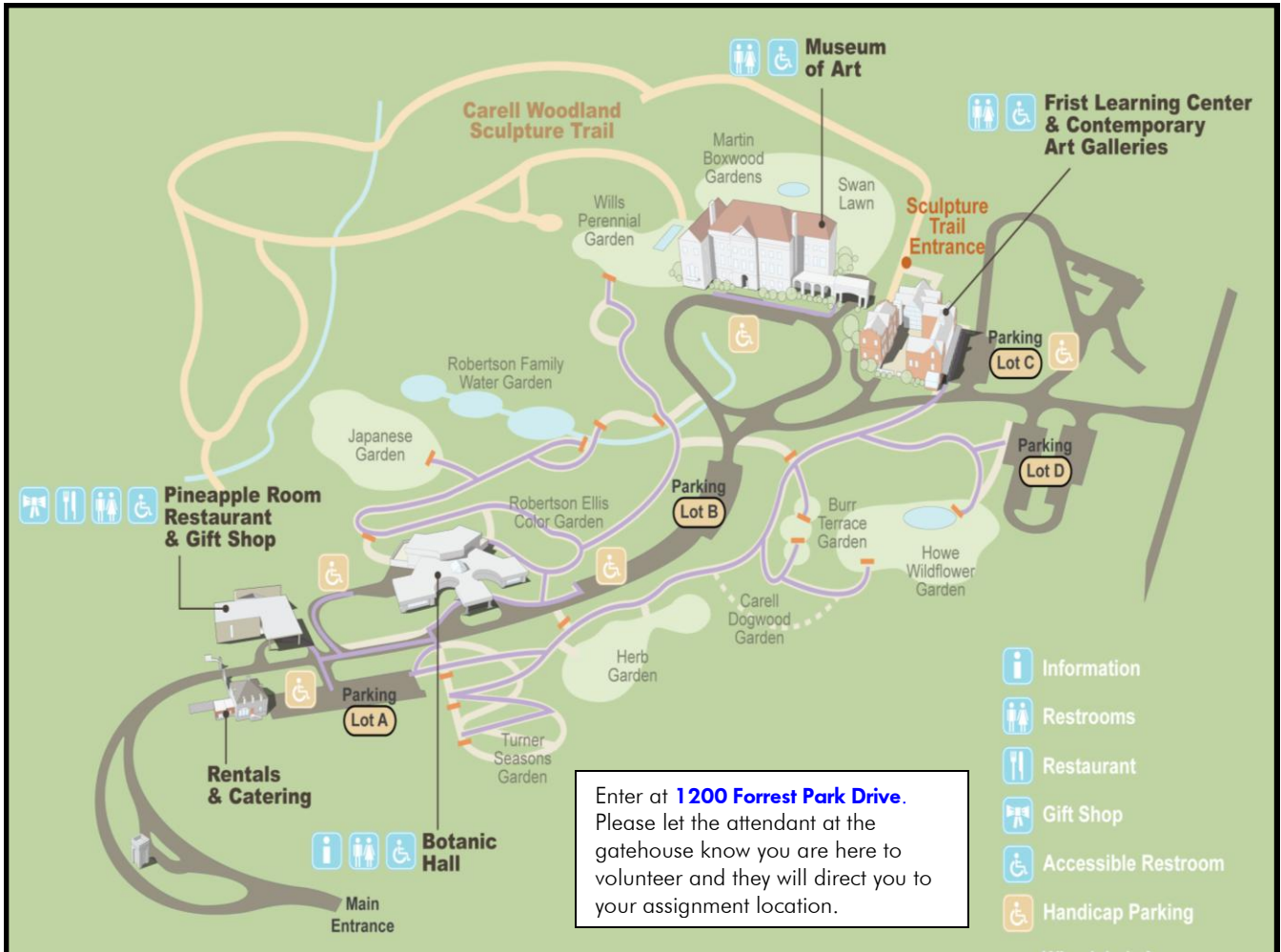
Cheekwood is committed to providing a volunteer work environment that is free of harassment. The organization does not tolerate any form of harassment. Each person is responsible for fostering mutual respect, for being familiar with this policy and for refraining from conduct that violates this policy.

Actions, words, jokes, e-mail, or comments based upon an individual's sex, race, disability, ethnicity, age, religion, veteran status (past, present or future service in the Uniformed Services of the United States) or any other legally protected characteristic will not be tolerated and could result in dismissal.

IMPORTANT NUMBERS---

Security	615.354.6386
Front Gate	615.354.6379
Education Dept.	615.353.9827
Visitor Services	615.353.6968
Volunteer Office	615.353.6966

The Cheekwood Campus





*Cheekwood
Volunteers---
An
Exceptional
Team*



Whether you're a teen, university student, working professional, or a retiree, Cheekwood has a challenging, satisfying volunteer opportunity waiting for you. For information on available openings, contact the Volunteer Office:

615.353.6966

volunteers@cheekwood.org

www.cheekwood.org

Volunteer Office open Tuesdays-Saturdays
8:30am-5:00pm