

Campbell River & District Public Art Gallery VOLUNTEER REGISTRATION FORM

Welcome to the staff of the Art Gallery! Volunteers are a vital part of the Gallery's staff, looking after reception in office and gift shop; assisting with children's programs ("docents"); Garden Tour and other fund raising events; cleaning; maintenance and office duties.

Name _____ Today's Date _____

Address _____

Phone _____ E-mail _____

Describe your interests in work at the Gallery: What do you want to get out of your volunteer experience? And what kinds of work do you like to do? Or prefer not to do? Why do you wish to volunteer at the Gallery?

What are your skills and special interests (both professional and personal)?

Campbell River Art Gallery Job Description

Purpose of Organization: To promote the interest, enjoyment and practice of contemporary art by holding continually changing exhibitions and classes that appeal to people of all ages. We also offer a library, gift shop and special events including a Christmas arts and crafts market and an Art and Garden tour.

Kinds of Positions Available: There are various jobs available at the Gallery, from clerical work to assisting with children's programs and school tours and staffing our gift shop/reception area. The majority of volunteers work in the gift shop or as program assistants, as follows:

1. Program Assistants: Provide back up support to teachers instructing classes for children after school and through the summer and/or assist with school programs given at various times during the weekdays.

2. Gift Shop/Receptionists: Many volunteers work a two to five hour shift weekly. The duties may vary weekly and according to volunteer skills/experience and generally include: meet and greet the public, ensure security of the exhibitions, make sales in the gift shop, provide info about the gallery's programs, register people for classes, track visitor numbers, provide basic cleaning duties and carry out clerical work (reports, letters, mailings, phone calls to members) using MS Word and Excel.

General Info about Volunteering at the Gallery

Volunteer Commitment Required: Two to five hour shifts weekly, or as your time permits, Monday to Saturday, 10 to 5pm during summer months and Tuesday to Saturday, noon to 5pm the rest of the year.

Training and Orientation: Initial orientation followed by on-the-job training, augmented by volunteer group events and activities. Exhibition openings every six weeks offer a chance to meet the artists and hear about their work.

Prerequisites to Volunteering: Must enjoy working with the public and learning new things. Some cash handling and word processing experience would be an asset but not a requirement. An interest in contemporary art is also an important asset. Must complete a RCMP criminal record check, through the Volunteer Centre. Call **287-8111** for their hours of operation.

Volunteering at the gallery provides a rewarding opportunity to learn more about art and will appeal to people who enjoy meeting visitors. It could also be a way to gain valuable work experience or brush up existing skills. Our part-time staff have limited social time available on a daily basis but we arrange periodic group events such as talks, luncheons and artist studio tours. Volunteers also receive discounted rates at Gallery art classes, after completing 25 hours of work.