

**VOLUNTEER APPLICATION**

Date (D / M / Y)

Name

Address

City Postal Code

Email

Ph Cell

Interested in the Gallery's monthly eNews?  Yes!

Which areas are you interested in?  
*Check all that apply, descriptions found on second page.*

**Education**  
 Family Sundays  
 Docent program\*

**Administration**  
 Office Support / Graphic work  
 Promotions / Mail Campaigns  
 Research / Collections\*  
 Curatorial\*

**Advancement**  
 Gallery Shop  
 Special Events  
 Art Rental & Sales\*

Other (please specify):

\* these programs require a resume with application

**TD Art Gallery Paint In: 3<sup>rd</sup> Saturday in July**  
<http://aggv.ca/events/gallery-paint-in>

**What are The Associates of the AGGV?**

The Gallery has a dedicated group of volunteers called the Associates (formerly the Volunteer Committee), who organize a number of fundraising activities to support our ongoing programs. Members meet regularly and enjoy social events and the camaraderie of working together. To become a member of the Volunteer Committee, you must be a member of the Gallery.

**Are you interested in joining the Associates?**  Yes! Please email Joan Huzar at [joan.huzar@utoronto.ca](mailto:joan.huzar@utoronto.ca) for information regarding the Annual Associates membership. The membership representative will contact you with an invitation to attend the next meeting. Meetings are held at 10am on the 2nd Friday of each month from September to May at the AGGV.

Please list volunteer experience / personal interests

Years

Please list relevant work experience / education

**Are you familiar with:**

Point of Sale Systems  Photocopier  
 Vehicle / License  Digital Cameras  
 Other:  
 \_\_\_\_\_  
 Computer programs (please list):

**What is your availability?** (indicate specific times)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
am	am	am	am	am	am	am
pm	pm	pm	pm	pm	pm	pm

Notes: (start date, dates away, etc.)

Is there anything we need to know about you that would help us determine the suitability of some volunteer projects?

**References**

Name	Relation	Ph	Email	Ref Ch

## VOLUNTEER DESCRIPTIONS

\* programs that require a resume with application

### Education

#### Family Sundays

Family Sundays are offered once per month, October through March from 2 – 4 pm here at the Gallery. Each event focuses on a current exhibition or related topic, offering the participants the opportunity to make art, learn about the art and to have fun. Volunteers facilitate the children's art making and help with the set up and take down of the event. These volunteers should be comfortable working with children and have some experience with children's art making.

#### Docent program\*

Docents may conduct guided tours of exhibitions, facilitate film interpretations, present lecture format talks or assist viewers in looking at and thinking about art. Docents should enjoy learning and sharing ideas, be able to make a commitment to the training and preparation for tours, and enjoy meeting people. It is important that docents are receptive to the needs of others and hold non-judgmental views about art. The training consists of weekly meetings from September to June. Docents are asked to commit to one year of services and to conduct tours on approximately a bi-weekly basis.

### Gallery Shop

The Gallery Shop sells handcrafted items made by local artists as well as imported goods. Volunteers support the Gallery as sales and cashier persons. A minimum yearly commitment of once per week (4 hrs) is required. Some sales experience is preferred but the Gallery will train.

### Special Events

Volunteers have the opportunity to attend and assist many events including Members & Sponsors Receptions, private functions, Donor receptions and exhibition openings. Event host and Assistant duties include serving beverages, setting up bar / event rentals, cleaning up drinks and greeting guests and decorating the venues.

### Administration & Short Term Programs

From time to time, the Gallery staff will require extra help with filing, photocopying, stuffing envelopes, database entry, etc. Administration volunteers are on an on-call basis. Previous office experience is preferred but not essential. Short term programs will be listed on our website as they become available or contact the Volunteer Coordinator by email: [volunteer@aggv.ca](mailto:volunteer@aggv.ca) or phone: 384-4171 x.232

### Art Rental & Sales\*

These positions will assist the Art Rental & Sales Consultant in hanging art-work, collecting the return of inventory, database entry and sorting / categorizing inventory on the sliding walls for interested clients. Applicants should be capable of lifting artwork up to 50 lbs. have strong organizational skills, database entry experience & some Gallery experience preferred.

### TD Art Gallery Paint In (3rd Saturday in July)

**Public Greeters:** Welcome and invite donations from the visitors and provide information to the public including the event map.

**Team Leaders:** The Team Leader is the on-site coordinator for their "street section", ensuring that volunteer requirements and the volunteers' needs are being met. The Team Leader also acts as the primary liaison with the Volunteer Coordinator – interview with Volunteer Coordinator is required.

**Team Leader Assistant:** These volunteers assist the Team Leaders and offer assistance to all members of their team including Info Table, Greeters and Traffic Wardens. They will also travel between the other teams to shuffle supplies and information. Assist visitors in directing materials to proper recycling / composting containers, provide information regarding all aspects of the event to the public, distribute water and collect donations / completed ballots for draws  
Training will be available

**Event Assistants:** These volunteers will assist the Event or Volunteer Coordinator by shuffling supplies or information between the teams along Moss Street and may fill in for absent team members.

**Intersection Attendants:** Positioned at specific intersections, these volunteers are an important point of contact for the public. They will hand out event maps and provide information about road closures and Paint In event to the public.

### Annual House Tour

This annual fundraising event occurs every September and is organized through the Associates of the AGGV. Volunteer positions include **Room Attendants** to assist with room security, information and flow of visitors through the home. *Please note that it is not necessary to join the Associates of the AGGV to volunteer for the House Tour. Please email [joan.huzar@utoronto.ca](mailto:joan.huzar@utoronto.ca) for more information.*