

VOLUNTEER APPLICATION

Date (D / M / Y)	
Name	
Address	
City	Postal Code
Email	
Phone	Cell
Interested in the Gallery's monthly eNews? <input type="checkbox"/> Yes!	

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

Administration <input type="checkbox"/> Office Support / Graphic work <input type="checkbox"/> Promotions / Mail Campaigns <input type="checkbox"/> Research / Collections <input type="checkbox"/> Curatorial	Education <input type="checkbox"/> Family Sundays Other (please specify):
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Advancement
☐ Gallery Shop
☐ Special Events
☐ Art Rental & Sales

Some programs require a resume with application. Please contact volunteer@aggv.ca to inquire about the available opportunities.

☐ **The Art Gallery Paint In:** 3rd Saturday in July

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 Bill Huzar at bill.huzar@gmail.com 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:

- | | |
|---|--|
| <input type="checkbox"/> Point of Sale Systems | <input type="checkbox"/> Photocopier |
| <input type="checkbox"/> Vehicle / License | <input type="checkbox"/> Digital Cameras |
| <input type="checkbox"/> Other: _____ | |
| <input type="checkbox"/> 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	Phone	Email	Ref Ch

VOLUNTEER DESCRIPTIONS

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. Volunteers must consent to a Criminal Record Check.

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 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.

The Art Gallery Paint In (3rd Saturday in July)

Team Leaders – Based at the donation barrels representing the gallery and engaging the public to donate. Primary contact for your shift team and will have list of contacts. Do not leave the barrel unattended AT ANY time. Do not leave your role until your replacement arrives.

Gallery Ambassador – Based at the Imagination Stations to answer public inquiries, manage waste bins, assist in the activity and invite the public to take the visitors survey. Additional extra supplies in supplies boxes i.e. waste bags & toilet paper.

Public Greeters – Provided a bucket to engage the public to donate and to answer public inquiries. To walk Moss Street within your designated Team area. Support all Team Members by replacing or switching roles/locations as needed. Additional Tasks to ensure street barricades are unmoved.