

Administration and Visitor Services

ADMINISTRATION & VISITOR SERVICES

Administration and Visitor Services volunteers will help with a wide range of administrative tasks from stuffing envelopes to helping in the new research library. You will help provide administrative and visitor support for a range of special events and activities.

Commitment

- make a minimum commitment of 1 year, 1-3 times a month as gallery needs dictate
- most shifts will be between 2-4 hours
- attend regularly scheduled education meetings to learn about new exhibitions, programs, and events

Training

- attend training sessions as developed by gallery staff
- participate in emergency and safety procedures training as required

Duties & Responsibilities

- has excellent interpersonal skills and genuinely enjoys helping people
- provide guests with a positive first impression of the gallery by maintaining a friendly and approachable manner when dealing with guests, staff, and other volunteers
- maintain a relaxed and confident demeanour
- as demand requires, you will welcome and direct visitors, answer questions, and distribute event-specific literature for gallery activities and events
- assist with mailings
- assist with administration support for special events
- assist with preparing packages for new and potential volunteers and members
- assist with maintaining the art research library
- undergo a Vulnerable Sector Screening security check, at the expense of the Gallery.**

** Costs will be reimbursed after three months of successful volunteer involvement, at the point that a volunteer graduates from a *provisional* to an *active* volunteer.

Get Involved & Be Inspired

Volunteers will play an increased and vital role at the *Judith & Norman ALIX Art Gallery*. Volunteering is fun, challenging, and full of rewards for you and those around you. Check out the many opportunities that are available and consider sharing your skills, time, and love of art with your community.

All *Judith & Norman ALIX Art Gallery* Volunteers:

- are interested in historical and/or contemporary art
- are members of the *Judith & Norman ALIX Art Gallery*
- are ambassadors of the gallery
- are enthusiastic and willing to learn
- are reliable and punctual
- possess good interpersonal and communication skills
- provide a successful level of job performance
- abide by the *Judith & Norman ALIX Art Gallery* policies & procedures for volunteers
- have access to email and the internet
- attend a general orientation session as arranged by gallery staff
- undergo specific training in their assigned placements
- discuss any questions, issues, or problems with their gallery supervisor in their placement area
- have obtained an appropriate Vulnerable Sector Screening security police check

Volunteering at the *Judith & Norman ALIX Art Gallery* will provide an opportunity for you to connect with people who share your interests and gain a behind-the-scenes view of the gallery and its operation. As volunteer members, you will have additional benefits as well including discounts on gallery programming and invitations to exhibition previews. It's also a great way for high-school students to accumulate their volunteer hours.

How to become a Volunteer - Next Steps

Staff will be contacting everyone who has filled out an "expression of interest" form and invite them to a detailed information session early in 2012. At that session all interested volunteers will be asked to fill out an application form, which will also be available at the reception desk and on line at www.artgallerylambton.ca. Candidates will be interviewed, and all volunteers will go through a screening process that varies depending on the volunteer position. Screening procedures can include, but are not necessarily limited to, an application form, an interview, and reference checks.



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www.artgallerylambton.ca or find us on facebook