

# Gallery Animators

---

## Volunteer

### **GALLERY ANIMATORS**

Gallery Animators provide a dual service, both as a 'gallery watcher' and as someone who is able to provide general information to the visitor about the exhibition and the artist(s). If you're not ready to be a Gallery Docent, volunteering as a Gallery Animator will provide a solid foundation and give you the confidence you need to become a Docent.

#### **Commitment**

- make a minimum commitment of 2 years
- attend regularly scheduled education meetings to learn about new exhibitions and to develop professionally
- are available for a minimum of 2-4 shifts per month. Shifts are 3-4 hours during regular gallery hours or during special events. There will be evening, weekend, and holiday shifts available

#### **Training**

- attend an 8 week training session - once a week for 2-3 hours
- have an evaluation with the Curator or Curatorial Assistant prior to touring a group
- participate in emergency and safety procedures training as required

#### **Duties & Responsibilities**

- have a background or keen interest in art
- are friendly and engaging, genuinely enjoy helping people
- maintain a relaxed and confident demeanour
- provide guests with a positive impression of the gallery by maintaining a friendly and approachable manner when dealing with guests, staff, and other volunteers
- are confident in asking people to not touch art, to not stand too close to art, and to not bring food or drink into the gallery
- follow all conduct and procedures as outlined in the Gallery Animator Handbook
- ensure the safety of patrons, volunteers, and staff through the proper implementation and enforcement of emergency and safety procedures
- undergo a Vulnerable Sector Screening security check at the expense of the Gallery\*\*

\*\* This 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](http://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.



Canada Council  
for the Arts      Conseil des Arts  
du Canada



ONTARIO ARTS COUNCIL  
CONSEIL DES ARTS DE L'ONTARIO



Canadian  
Heritage      Patrimoine  
canadien

## **Gallery Lambton**

Bayside Centre, 150 North Christina Street  
Sarnia, Ontario • 519 336-8127

[www.artgallerylambton.ca](http://www.artgallerylambton.ca) or find us on facebook