

## **MWVAA Volunteer Positions Available**

An orientation session will be held at various times throughout the year to familiarize volunteers with the MWVAA, provide an overview of the range of volunteer positions available, provide a list of events with the number of volunteers needed, and to arrange “training” for specific positions to ensure success.

## **Artist of the Month Opening Reception**

**Coordinator** – be the point person for organizing the setup and breakdown of the Artist of the Month Opening Receptions and be the led host/hostess for the MWVAA for this event.

### **Skills and interests necessary or helpful for the job:**

1. Passion for and interest in the visual arts
2. Ability to follow a plan for the event
3. Dependable and will follow through on commitments
4. Attention to detail
5. Ability to delegate
6. Enjoy meeting and talking with people

**Hours:** 4-5 hours per month

**Length of Commitment:** Three Artist of the Month Opening Receptions per year

**Computer Tech** - To act as the backup person for technical computer issues such as system setup, function, and maintenance. Post information to MWVAA website and social networking sites.

### **Skills and interests necessary or helpful for the job:**

1. Passion for and interest in the visual arts
2. Demonstrated computer systems knowledge and experience
3. Proficient in a wide range of programs
4. Willingness to learn new programs
5. Detail oriented
6. Dependable

**Hours:** 1-2 hours per week dependent on the amount of information to be posted to various places

**Length of Commitment:** 6 months to a year

**Event Decorations** - To provide the decorations and help decorate at various MWVAA events.

### **Skills and interests necessary or helpful for the job:**

1. Passion for and interest in the visual arts

2. Creative
3. Like to decorate
4. Bargain hunter
5. Can work within a budget
6. Good at floral arranging
7. Dependable

**Hours:** Dependent on the event

**Length of Commitment:** Per event

**Event Refreshments** - To provide refreshments for a variety of MWVAA events throughout the year

### **Skills and interests necessary or helpful for the job:**

1. Like to cook
2. Good cook
3. Clean kitchen
4. Dependable

**Hours:** Whatever time it takes to make the refreshment signed up for

**Length of Commitment:** Per event

**Flyer Distribution** - Post posters for various MWVAA events at designated locations throughout the valley. Leave off class flyers in designated locations throughout the valley. Remove outdated posters and class flyers.

### **Skills and interests necessary or helpful for the job:**

1. Passion for and interest in the visual arts
2. Clean driving record
3. Reliable vehicle
4. Knowledge of the area
5. Dependable

**Hours:** 1-3 hours per distribution and dependent on the number of locations servicing

**Length of Commitment:** 6 months; specific event

## **Fundraising and Development**

**Committee** - Assist the Executive Director in developing and implementing a Fundraising and Development plan. Attend Council on Fundraising (CONFR )Coffees every other month on the 4<sup>th</sup> Tuesday of the month from 8:30 – 10:00AM.

### **Skills and interests necessary or helpful for the job:**

1. Passion for or interest in the visual arts
2. Experience in fundraising or willingness to learn
3. Like people
4. Knowledge of the area
5. Willingness to “make the ask”

## MWVAA Volunteer Position Descriptions

6. Desire to assist the MWVAA increase its fundraising capability
7. Dependable

### **(Fundraising and Development cont'd)**

**Hours:** 4-6 hours per month to assist in creating the Fundraising and Development Plan; 1-2 hours per week once the Development Plan is created and implemented.

**Length of Commitment:** 1 year or more

**Gallery or Show Sitter** - The gallery sitter's job is to greet guests; distribute programs; direct attendees to membership and information desk; review artist profiles in order to answer questions pertaining to the artists and their work.

#### **Skills and interests necessary or helpful for the job:**

1. Passion for and interest in the visual arts
2. Outgoing personality
3. Professional dress and manner
4. Knowledge of various art media (will be included in orientation)

**Hours:** Three hours during exhibiting hours

**Length of Commitment:** Per event; for regular hours at the MWV Visual Arts Center

**Grant Writer** - To work with the Executive Director to write grants or edit grants for submission to various funders.

#### **Skills and interests necessary or helpful for the job:**

1. Passion for or interest in the visual arts
2. Proven grant writing experience

**Hours:** Dependent on the granting cycle and grants being applied for. More time necessary when completing a grant for deadline.

**Length of Commitment:** 1 year

**Graphic Designer** - To work with the Executive Director to design ads, on almost a weekly basis, to support all programming; layout the class description brochure; layout the Sales List for the Artist of the Month; miscellaneous signs

#### **Skills and interests necessary or helpful for the job:**

1. Passion for and interest in the visual arts
2. Proven graphic design experience
3. Ability to follow a template

**Hours:** 1-4 hours per week, dependent on skill as a graphic designer and number of ads to be designed.

**Length of Commitment:** 1 year

**Housekeeping** - Once a week vacuum the classroom, exhibit area, hallway between office and storage closet, and bathroom. Wash down classroom chairs and tables. Check windows for finger/face prints – clean as needed. Clean bathroom – toilet, sink and wash floor.

#### **Skills and interests necessary or helpful for the job:**

1. Passion for and interest in the visual arts
2. Like to clean
3. Dependable

**Hours:** 1-2 hours per week

**Length of Commitment:** 3 months

**Life Drawing Coordinator** - Attend the life drawing session as a representative of the MWVAA to check people in and take payments. Have model complete paperwork (if necessary). At the end of the evening, vacuum if needed, restore classroom furniture to normal configuration, put screen in restroom and lock up.

#### **Skills and interests necessary or helpful for the job:**

1. Passion for and interest in the visual arts
2. Ability to follow specific instructions
3. Ability to handle money
4. Dependable

**Hours:** 2-2.5 hours per session

**Length of Commitment** – 4 sessions per year

**Mailing Assistant** - Follow example provided for each mailing. Fold printed materials, "stuff" envelopes, affix mailing labels and stamps, and seal envelopes. Separate out North Conway pieces.

#### **Skills and interests necessary or helpful for the job:**

1. Passion for and interest in the visual arts
2. Ability to follow directions
3. Ability to work independently

**Hours:** 2-4 hours per mailing. Dependent on number of pieces to be mailed.

**Length of Commitment:** 6 months; per mailing

**Administrative Work** - To assist the Executive Director with all types of general office and clerical work including phone calling, emailing, file maintenance, filing, data entry, scheduling, and more.

#### **Skills and interests necessary or helpful for the job:**

1. Passion for and interest in the visual arts
2. Experience in general office/clerical work

## MWVAA Volunteer Position Descriptions

### (Administrative work cont'd)

3. Computer literate and comfortable using a computer
4. Experience in Word and Excel helpful
5. Detail oriented
6. Strong organizational skills
7. Ability to follow directions
8. Ability to work independently
9. Ability to multi-talks
10. Comfortable answering the phone and talking to people
11. Dependable

**Hours:** 4 or more hours per week on a consistent basis

**Length of Commitment:** 1 year

**Photographer** - Take photographs of exhibits, Annual Meeting (usually in November), auctions, demonstrations, classes and other events.

#### **Skills and interests necessary or helpful for the job:**

1. Passion for and interest in the visual arts
2. Must have a digital camera
3. Knowledge of good composition
4. Experience in taking pictures
5. Portfolio of work to show Volunteer Committee
6. Neat in appearance
7. Dependable

**Hours:** Dependent on event – minimum of 1 hour per event

**Length of Commitment:** Specific events; 6 months

**Show Hanging Committee** - Design the layout of the received work and hang the show in an equitable manner and to be aesthetically pleasing.

#### **Skills and interests necessary or helpful for the job:**

1. Passion for and interest in the visual arts
2. Previous experience hanging exhibits or willingness to learn
3. General knowledge of 2D and 3D media
4. General appreciation for all mediums
5. Open-mindedness
6. Fairness in displaying work received
7. Dependable

**Hours:** 2-4 hours, dependent on number of exhibiting artists

**Length of Commitment:** Specific events; 6 months

**Show Intake Assistant** - Assist with the receipt of artwork for shows.

#### **Skills and interests necessary or helpful for the job:**

1. Passion for and interest in the visual arts
2. Attention to detail
3. Organizational skills
4. Ability to follow procedures accurately
5. Friendly personality
6. Dependable

**Hours:** 2-4 hours per show

**Length of Commitment:** 3 or more shows per year

**Show Set-up Assistant** - Pick up equipment from the MWVAA office and deliver to show location. Set up panels, lighting, chairs and tables.

#### **Skills and interests necessary or helpful for the job:**

1. Passion for and interest in the visual arts
2. Helpful to own or have access to truck or large SUV type vehicle to pick up and deliver equipment. Mainly equipment to transport includes panels (exhibit screens), lighting and may include brochures and other necessary paperwork
3. Must be in good physical health and able to lift a weight of up to 50 lbs
4. Dependable

**Hours:** 3-4 hours, dependent on number of exhibiting artists and driving distance

**Length of Commitment:** Specific events; 6 months

**Show Break-down Assistant** - Dismantle equipment at the show site and deliver to MWVAA office. Take down panels, lighting, rearrange chairs and tables to their designated place, and/or pick up extra chairs that are the property of the MWVAA office.

#### **Skills and interests necessary or helpful for the job:**

1. Passion and interest in the visual arts
2. Helpful to own or have access to truck or large SUV type vehicle to pick up and deliver equipment. Mainly equipment to transport includes panels (exhibit screens), lighting and may include brochures and other necessary paperwork
3. Must be in good physical health and able to lift a weight of up to 50 lbs
4. Dependable

**Hours:** 2-3 hours, dependent on the number of exhibiting artists and driving distance

## MWVAA Volunteer Position Descriptions

### (Show Break-down Assistant cont'd)

**Length of Commitment:** Specific events; 6 months

**Survey Team** - To work with the Executive Director and Board of Directors to survey all MWVAA members and collect pertinent data.

**Skills and interests necessary or helpful for the job:**

1. Passion for and interest in the visual arts
2. Willingness to talk on the phone with strangers
3. Like people
4. Ability to follow a script
5. Ability to record data accurately

**Hours:** 1-2 hours per week until surveys complete for all members

**Length of Commitment:** Duration of project

**Trustee** - Manage and grow the MWVAA in accordance with MWVAA's vision, mission, values, current strategic plan, and bylaws.

**Term of Appointment:** 3 year term with two consecutive re-elections possible

**Time Required:** 6-10 hours per month

- Monthly Trustees' meetings – 1-2 hours
- Participation on at least one standing committee: Executive, Finance, Nominating or ad hoc committee: Programs, Marketing, Fundraising
- Participation on at least one event committee per year
- Active participation in regularly scheduled and major events

### **Responsibilities and Specific Tasks**

As stated in the bylaws:

1. To identify, organize, and evaluate the programs and activities by which the Corporation carries out its purposes.
2. To approve the annual budget and major projects.
3. To coordinate the work of the standing committees of the Board, and to establish and coordinate the work of any ad hoc committees.
4. To formulate basic policies of the Corporation and establish professional standards for personnel, financial

management, and care and maintenance of all physical property and equipment.

5. To approve the appointment of any paid staff.
6. To solicit funds on behalf of the corporation, and to approve the final applications for all grants prior to submission to funding sources.
7. To approve testimony and appoint individuals who will represent the Corporation before communities, State and Federal government.

### **Additionally:**

8. Read all board packets before monthly meetings. Note questions for discussion.
9. Attend monthly board meetings
10. Make a financial contribution as part of each Annual Appeal

### **Qualifications:**

1. Passion for the visual arts
2. Time to give to the organization
3. Desire to participate in the growth of the organization

Basic understanding of financial statements or the willingness to learn