



## Investing our Time & Abilities

Your participation in the work of Roseville Arts is vital to the integrity of the programs and events we present for our community. Please let us know how you would like to help. Complete this form and return to the address below or submit the online form at [www.rosevillearts.org/time\\_talents.html](http://www.rosevillearts.org/time_talents.html)

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Please tell us how you would like to help.**

Volunteer activities include these as well as others as the need arises. See reverse for descriptions of those listed below.

**Ongoing Gallery Operations**

- Receptionists (greeting, sales, etc.)
- Office assistants (collating, computer input, etc)
- Docents
- 3<sup>rd</sup> Saturday hosts
- Exhibit installation team
- Children's art activities

**Annual Events**

- Art in the Garden, May
- Thrive Family Arts Festival , September
- Lottery for the Arts , October
- Holiday Parade, November
- Holiday Tea, December

Special skills/experience you can offer or other ways you think you can help: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Availability: Please indicate the hours you are available during the days of the week. If necessary, explain hours below.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How did you hear about us? \_\_\_\_\_

*Thank you!*

## Volunteer Responsibilities

### Ongoing Gallery Operations

- Receptionists greet visitors to the gallery, manage phone calls, handle gift and art sales and help with other duties as needed. Weekdays during regular hours; minimum one day per week.
- Office assistants may either come in on a regular basis or help out as requested to collate and prepare mailers, enter data into the computer, prepare exhibit labels, etc.
- Gallery Docents are trained to lead visitors through the gallery, introducing them to the venue, its history and generally about its programs and events.
- Art Docents are trained to lead small groups, usually elementary school students, through the exhibits. The Education Committee prepares scripts and does the training. Weekdays during gallery hours.
- 3<sup>rd</sup> Saturday hosts help at regular 3<sup>rd</sup> Saturday receptions. This may include greeting, counting visitors, helping in the kitchen, etc. during opening receptions on the 3<sup>rd</sup> Saturdays of the month, 6-9pm.
- Exhibit installation team helps the curator prepare the gallery for exhibitions—including painting, preparing display forms and hanging and placing artwork. Generally weekdays during regular hours, the week before 3<sup>rd</sup> Saturdays.
- Helpers for children's art activities for Saturday children's activities lead young visitors through simple and defined hands-on art activities. Saturdays, 1-4pm. From time to time, during other scheduled events, on and off-site.

### Annual Events

- Serving on an event planning committee involves meeting regularly with a committee leading up to the scheduled event and carrying out responsibilities as determined in those meetings, including helping out the day of the event. Meetings are generally on weekdays but can be customized according to the availability of the committee.
- Volunteers are also need to help just on the day of the event.

### Standing Committees

Generally board and staff will invite volunteers to serve on standing committees as they become acquainted with the volunteers and their special abilities.

*Thank you!*