

# SARATOGA ARTS

ARTS CENTER | ARTS COUNCIL

# Volunteer Application

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

DAYTIME PHONE: \_\_\_\_\_ EVENING PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

## VOLUNTEER POSITION(S) INTERESTED IN:

check all that apply

- GALLERY ATTENDANT / DESK VOLUNTEER
- EXHIBITION VOLUNTEER
- ART IN THE PARK VOLUNTEER
- BULK MAIL VOLUNTEER
- OFFICE ASSISTANT

## DAYS AVAILABLE:

check all that apply

- MONDAYS
- TUESDAYS
- WEDNESDAYS
- THURSDAYS
- FRIDAYS
- SATURDAYS

## TIMES AVAILABLE:

check all that apply

- MORNINGS
- AFTERNOONS
- EVENINGS
- WEEKDAYS
- WEEKENDS

Can we contact you when we need volunteers to help with special projects?  YES  NO

What is your interest in the arts?

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Why would you like to volunteer for the Saratoga Arts?

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How did you find out about us?

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Is there anything else you would like us to know?

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Completed forms can be returned to:

Saratoga Arts  
320 Broadway  
Saratoga Springs, NY 12866

**-- Thank you!**



Do you have a passion for the arts? If so, Saratoga Arts invites you to be a part of our dynamic organization. Saratoga Arts has only five paid staff members and relies on our nearly one hundred dedicated volunteers to operate. Without volunteers, our organization would not function! By getting involved, you will have a unique opportunity to experience the inner-workings of a dynamic arts center that has grown tremendously since its inception in 1986. As a volunteer you will also have the opportunity to do the things you love in a beautiful, arts-based, friendly environment where each individual's skills and talents are maximized.

### Benefits of Volunteering

- \* An opportunity to connect and network with working artists, arts professionals, the Saratoga Springs art community, and meet dozens of volunteers with similar hobbies and interests.
- \* Learn and develop new skills
- \* The opportunity to attend special Arts Center events FREE
- \* The opportunity to have fun while helping an organization that offers over a dozen ongoing programs for youth, adults and seniors in Saratoga and the surrounding area
- \* Stay up-to-date on community arts and Arts Center activities and programs

### Volunteer Opportunities

#### **Gallery Attendant / Gallery Desk**

The Gallery Attendant / Gallery Desk position is one of the most important volunteer positions at The Arts Center. Volunteers staff the desk during regular business hours, Monday - Saturday. This person is the first person our visitors interact with when they visit The Arts Center. Our Gallery Attendants / Desk Volunteers are also encouraged to attend quarterly refresher sessions and are invited to attend special "Volunteer Preview" events prior to the opening of all exhibitions.

Responsibilities include: handling all gallery shop transactions, coordinating all phone calls, greeting visitors, and assisting with questions. Often times this volunteer is also asked to assist with ongoing projects such as mailings and/or scheduling of other volunteers.

Schedule: Mondays - Fridays, 9:00am - 5:00pm, Saturdays 11:00am - 5:00pm. Volunteers can sign up for early, mid-afternoon or late-afternoon shifts. Most shifts range between 2-3 hours. Volunteers can also sign up to help with events outside of our normal business hours such as concerts and theater performances. These shifts are scheduled as needed.

## **Exhibition Volunteers:**

Responsibilities include: Individuals interested in assisting with gallery exhibitions will have a unique opportunity to learn the “ins and outs” of gallery preparation and how to curate dynamic exhibitions in a variety of media. Our Exhibition Volunteers help with numerous tasks including installation and de-installation of exhibitions, work drop-offs and pick up days, and preparing walls and the gallery for installation.

Schedule: Our exhibition schedule is ongoing and varies from month-to-month. More help is needed in the summer and winter seasons when we offer our annual juried show and our *Winter Solstice* members’ exhibition.

## **Art in the Park Volunteers**

Art in the Park is Saratoga Arts’ annual fine arts show and sale. Events are held on a Saturday or Sunday in July and the Tuesday during Traver’s Week in August. The event, which is attended by hundreds of people, showcases work by over eighty artists in a variety of media.

Responsibilities include: Art in the Park Volunteers help in a variety of ways. Volunteers can assist with check-in, loading and unloading of work, set-up, staffing The Arts Council’s tent, and much more!

Schedule: Art in the Park is scheduled for two days every summer. The July event varies and has been offered on either a Saturday or Sunday and the August event is scheduled for the Tuesday during Traver’s Week. The schedule for volunteers on both days varies and will be assigned on an as-needed basis.

## **Bulk Mailing Volunteers:**

Responsibilities include: Volunteers help prepare, label and sort materials for *The Arts Letter*, our monthly newsletter, invitations for special events such as *Sweet on the Arts*, our annual brunch and *All About ...*, our annual benefit dinner at Longfellow’s.

Schedule: Saratoga Arts’ bulk mailings are ongoing and volunteers are scheduled on an as-needed basis.

## **Office Assistant:**

Responsibilities include: Volunteers interested in helping behind-the-scenes can help with general administrative support including clerical tasks, research, database management, data entry, and general organization and maintenance.

Schedule: Office Assistants help during regular business hours and can sign-up for hours on either an as-needed basis, or on a regular schedule, whichever best suits the volunteer’s personal schedule.