



Volunteer Roles Artspace 2024:

Maker Space Volunteer Roles

Thursday Open Studio Support - 10 positions (3-12 hours / month)

Regular Commitment Required

Open Studio support is responsible for assisting staff during Open Studio, and ensuring participants are well supported in the space. Due to the nature of our Open Studio program, volunteers are required to have experience in providing one-on-one support and supporting folks in vulnerable positions, in addition to comfortability in facilitating/managing various group dynamics.

Volunteers have the option of volunteering 1-4 Thursdays a month, from 5-8pm.

Tasks include:

- Welcoming community members and orienting them to Open Studio program
- Checking in on community members, making them feel welcome, and making art alongside them.
- Facilitating/initiating conversation in the group to support community connection, inclusion, and relationship building.
- Maintaining coffee/tea station and serving to community members.
- Assisting Artspace staff in set-up, cleanup, and organization of the space
- Documentation - Taking photos of activities in the space

Volunteer Instructor - No limit (each shift 3 hours)

Intermittent or Regular Commitment

Volunteer Instructor is responsible for leading the group in a weekly activity during our Open Studio program, either once or over two consecutive sessions. Activity can be in the activity/medium of your choosing, including but not limited to knitting, painting, drawing, printmaking, sewing, embroidery, etc.. This role is



intended for artists/community members who would like to share a skill or technique with others, and are interested in supporting low-barrier art-making at Artspace.

Tasks include:

- Preparing an activity to share with the group.
- Leading a short demonstration
- Being available to answer questions and/or offer ongoing instruction.

Workshop Support - 4 positions (~4-8 hours / month)

Intermittent Commitment Required

Volunteers will assist Artspace Staff and workshop facilitators in the promotion, preparation, and/or delivery of art workshops. Maker Space workshops will take place approximately once a month. No specific skills or experience are required for this position.

Tasks include:

- Helping to distribute printed promotional materials such as invites and posters
- Documentation - Taking photos of activities in the space
- Providing hands on support for workshop facilitators
- Set up & teardown

Gallery Volunteer Roles outlined on the following page...



Gallery Volunteer Roles:

Gallery Attendant - 10 positions (2+ hours/month)

Regular Commitment Required

Gallery attendants are present in the gallery to greet visitors, field questions about the exhibition, and engage/inform the public around Artspace events, programming, and membership.

Tasks include:

- Interact with visitors - Greet visitors, field questions about the exhibition, and promote associated upcoming public engagement opportunities
- Monitor and record attendance.
- Maintain physical space by performing basic tidying/cleaning tasks (sweeping, cleaning windows, shoveling and de-icing in winter, etc.)

Artwork Documentation Crew - 4 positions (2-4 hours / month)

Regular Commitment Required

This position requires specific skills and experience in artwork documentation, videography, and/or product photography for artists. Volunteers will use Artspace equipment to assist artists and Artspace staff with documenting various forms of artwork.

Tasks include:

- Providing hands on support and/or instruction for artists who wish to document their artwork (2 hours per month)
- Photo-documentation of exhibitions and associated events
- Assisting with video documentation of performances, time-based artworks, and artist talks
- Photo and video editing



Install Crew - 4 positions (~5-10 hours every two to three months)

Intermittent Commitment Required

The Install Crew will consist of volunteers tasked with exhibition installs and teardown, and resetting gallery. The crew will meet prior to incoming exhibitions to learn about the specific needs of the Director and visiting artists.

Tasks will include:

- Help install and strike exhibitions
- Provide tech support for the installation and operation of sound/video media
- Painting, drywall repair, drilling, light construction, heavy lifting, cleaning/mopping
- Removal and reapplication of vinyl, mounting didactics,
- Driving to purchase materials, pickup and drop off equipment

Special Events Crew - 6 positions (~4 hours/month)

Intermittent Commitment Required

Members of the Special Events Crew will assist Artspace staff in preparing for and hosting public events in the Gallery. Events include opening receptions, seasonal events such as Book + Zine Fest or the 50/50, First Friday activities, etc.

Tasks include:

- Setting up/cleaning up (making/putting up decorations, moving tables, supply runs, etc.)
- Serving drinks and other refreshments
- Greeting/supporting visitors at entrance or wayfinding stations
- Vendor Care - Ensure vendors are supported and cared for during events (ie. provide bio breaks, bring refreshments, ensure a feeling of welcome, etc)