

VOLUNTEER INFORMATION SHEET

The Guilford Art Center
PO Box 589 Guilford 06437
Phone: 203-453-5947/ Fax 203-453-6237

VOLUNTEER OPPORTUNITIES:

ARTISTRY (November and December):

1. **Artistry Unpacker:** Volunteers and their friends can open boxes and be the first to see the exciting things sent in for Artistry. Takes place three weeks in October.
2. **Artistry Display Maker:** Help create the magic with attractive arrangements around the gallery before the exhibit and sale open. Looking for people with artistic flair.
3. **Opening Night Hosting:** Responsible for setting up the opening reception; arranging food; hosting the party and keeping things running smoothly; taking down and cleaning up.
4. **Artistry Sales Assistant:** Help staff in selling, unlocking jewelry cabinets, restocking and keeping the merchandise tidy.
5. **Artistry Packer:** In January, unsold crafts need to be carefully packaged & returned to artists. Inventory time again!

CRAFT EXPO (on the Guilford Green in July):

1. **Gate Sitter:** Monitor the entrances to EXPO; collect entrance fees, hand out programs, and answer questions.
2. **Artist's Ally/Booth Sitter:** Sit-in for the artist in the booth while they take a break. You will assist several artists during your shift so you get to know the artists and their work.
3. **Miscellaneous EXPO tasks:** Distribute posters and postcards, help set up before EXPO; take down after show.

**We ask for a minimum of one three hour shift. Volunteers receive free admission to EXPO*

Additional Volunteer Opportunities:

1. **Artist's Receptions:** Hosting opportunities throughout the year when visiting artists are teaching or there is a gallery exhibition opening.
2. **Donation Solicitation:** Encourage local businesses to donate food, beverages, or paper for receptions and openings.
3. **Host a Visiting Artist:** Open your home to one of our national & international, visiting artists. This will help the Center by eliminating lodging fees.
4. **Committee Participation:** Assist an existing committee or help create a new committee to address specific tasks and events, such our Gala fundraisers, Open Houses or Gallery Exhibitions.
5. **Office Support:** Help with mailings, distribute promotional materials to community organizations and other tasks

**Please note that some of the volunteer positions may require some special training prior to your shift.*

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**PLEASE FILL OUT THE VOLUNTEER FORM AND
RETURN TO THE CENTER.**

WE HOPE TO SEE YOU SOON!

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VOLUNTEER RESPONSE FORM

VOLUNTEER'S NAME: _____

TELEPHONE: (Daytime) _____ (Evening) _____

EMAIL: _____ (*only if you check it regularly)

THE OPPORTUNITIES THAT INTEREST ME ARE:

VOLUNTEER'S SIGNATURE: _____

If you are volunteering through your place of employment or an organization:

Name of Company/Organization: _____

Company/Organization Contact Person: _____

THANK YOU!

We know you will enjoy being part of the GAC community.

Please return this portion of the Volunteer Information Sheet to:

Volunteer Coordinator
Guilford Art Center
PO Box 589
Guilford, CT 06437