**VOLUNTEERS NEEDED**

**Art Arena Gallery** is proud to be a not-for-profit community volunteer run art gallery. Without volunteers we would not be able to keep our gallery doors open, therefore our volunteers are valued and acknowledged for their generous contributions.

We are looking for more volunteers who are seeking:

- work experience to add to their resume;

- to expand their existing skills;

- or gain new skills;

Training provided.

Volunteer positions would suit:

- job seekers,

- school leavers,

- those interested in being part of a team in a gallery environment

- those transitioning into a different career

- casual and part-time workers

- those who genuinely like helping

Volunteer opportunities available are:

**Mail Person.**

- Address and post mail out.

- Log incoming and outgoing mail.

**HOURS:**

1-2 hours per day.

Includes going to post office or Wollongong City Council.

**Gallery Sitting.**

- Greet visitors.

- Attend to customers.

- Basic cleaning.

- Give information to visitors.

**HOURS** (any day Tuesday to Saturday)

\*Mornings 10am-1pm (3 hours)

Open gallery. Flags out.

\*Afternoons 1-4pm (3 hours)

Close gallery. Flags in.

**Gallery Cleaner.**

- Ensures cleaning products are stocked.

- Buys cleaning products (Reports to Treasurer).

- Cleans gallery.

**HOURS:**

1-2 hours per day.

**Event Assistants:**

- Assists event coordinators leading up to and/or on day of event.

' Liaises with artists, performers, and guests when necessary.

- Cleans gallery.

- Set up and pack down.

- Promotion of events (includes putting posters up, stuffs envelopes ready for Mail Person).

**HOURS:**

Varies.

There are great benefits for those who volunteer on a regular basis.

- Networking. Gain valuable contacts.

- Work experience.

- Social. Sense of belonging. Making new friends.

- Confidence.

- Improved skills.

- Learning.

- Reference (conditions apply).

- Recognition.

- Problem solving.

- Fun.

- Sharing ideas.

If you would like to volunteer your time and/or skills, please contact us by emailing:

**artarenagalleryinc@gmail.com**

Subject:

**RE: Volunteer Application**

Please provide:

1. NAME

2. CONTACT NUMBER

3. EMAIL

4. YOUR SKILLS

5. VOLUNTEER POSITION YOU ARE APPLYING FOR

6. DAYS AND HOURS YOU ARE AVAILABLE TO VOLUNTEER

Please forward this call for volunteers to anyone you know who might also like to volunteer.

Thank you all for your help!

On behalf of Art Arena Gallery Management Committee