



CULTURAL SERVICES DIVISION

Judith & Norman ALIX Art Gallery
147 Lochiel Street
Sarnia, Ontario N7T 0B4
Telephone: 519-336-8127
Fax: 519-336-8128
www.jnaag.ca



ANIMATOR (GALLERY HOST)

GALLERY ANIMATOR

Gallery Animators provide a dual service-both to ensure the safety of the artwork and as someone who is able to animate the space by providing general information to a visitor about the exhibition and the artist(s) and stimulate casual conversation with curious visitors. If you're not ready to be a Gallery Docent, volunteering as a Gallery Animator will provide a solid foundation and give you the confidence you need to become a Docent.

COMMITMENT

- Make a minimum commitment of 2 years
- Attend all scheduled cycle review meetings to learn about new exhibitions and programs to develop professionally
- Are available for a minimum of 2-4 shifts per month. Shifts can range between 1 and 3 hours during regular gallery hours or during special events. There will be evening, weekend, and holiday shifts available

TRAINING

- Attend required training sessions
- Participate in emergency and safety procedures training as required
- Have a mid-year evaluation with a department supervisor
- Stay up-to-date on exhibition research by signing up for the JNAAG Google Classroom and reviewing



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any provided information

DUTIES AND RESPONSIBILITIES

- Have an interest in all art
- Are friendly and engaging, genuinely enjoy helping people
- Maintain a relaxed and confident demeanor
- Provide guests with a positive impression of the gallery by maintaining a friendly and approachable manner when dealing with guests, staff, and other volunteers
- Are confident in asking people to not touch art, to not stand too close to art, and to not bring restricted items such as drinks, umbrellas and tripods into the gallery
- Follow all conduct and procedures as outlined in the Volunteer Handbook
- Ensure the safety of patrons, volunteers, and staff through the proper implementation and enforcement of emergency and safety procedures as per training provided by the gallery
- Undergo a Vulnerable Sector Screening security check, at the expense of the gallery*

* Costs will be reimbursed after one year of successful volunteer involvement, at the point that a volunteer graduates from a provisional to an active volunteer.



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GET INVOLVED AND BE INSPIRED

Volunteers will play an increased and vital role at the Judith & Norman Alix Art Gallery.

Volunteering is fun, challenging, and full of rewards for you and those around you. Check out the many opportunities that are available and consider sharing your skills, time and love of art with your community.

ALL JUDITH & NORMAN ALIX ART GALLERY VOLUNTEERS

- Are interested in art as a form of expression and communication
- Are curious about artists as well as their varied perspectives, stories and creative processes
- Are members of the Judith & Norman Alix Art Gallery
- Are ambassadors of the gallery
- Are enthusiastic and life-long learners
- Are reliable and punctual
- Posses good interpersonal and communication skills
- Provide a successful level of job performance
- Abide by the Judith & Norman Alix Art Gallery policies and procedures for volunteers
- Have access to a Gmail account and Internet
- Attend a general orientation session as arranged by gallery staff
- Undergo specific training in their assigned placements
- Discuss any questions, issues, or problems with their gallery supervisor in their placement area
- Have obtained an appropriate Vulnerable Sector Screening security police check

Volunteering at the Judith & Norman Alix Art Gallery will provide an opportunity for you to connect with people who share your interests and gain a behind-the-scenes view of the gallery and its operation. As volunteer members, you will have additional benefits as well as including discounts on gallery programming and invitations to exhibition previews. It's also a great way for high school students to accumulate their volunteer hours.

HOW TO BECOME A VOLUNTEER – NEXT STEPS

Staff will be contacting everyone who has filled out an application form and invite them to an information session. Candidates will be interviewed, and all volunteers will go through a screening process that varies depending on the volunteer position. Screening procedures can include, but are not necessarily limited to, an application form, an interview, a criminal record and reference checks.