



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



ART STUDIO ASSISTANT

ART STUDIO

Art studio volunteers will help our talented art instructors and gallery staff with a variety of community art education programs and special events. This is a great way to learn about a range of artistic techniques, practices and materials. If you think you might like to be an instructor for the gallery, this is a good way to start. Art studio volunteers are also asked to commit time to animating the gallery as this will help connect with the art work which serves as the inspiration behind all art studio programming.

COMMITMENT

- Make a minimum commitment of 1 year
- Be available 2–4 times a month to assist in the art studio
- Be available 1–2 time a month to animate the gallery
- Attend exhibition cycle reviews to learn about new exhibitions, programs, events, and to develop professionally

TRAINING

- Attend required training sessions as developed by gallery staff
- Training may include everything from WHMIS training, to handling art materials safely, dealing with problems in a group, or handling difficult situations
- Participate in emergency and safety procedures training as required
- Stay current by logging into the JNAAG Google Classroom



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ART STUDIO ASSISTANT

DUTIES AND RESPONSIBILITIES

- Has a keen interest in and/or background in all kinds of art and visual art activities
- Support gallery staff and instructors in class preparation including set-up and organization of supplies and equipment
- Support studio clean-up and the maintaining of a safe studio environment
- Have excellent interpersonal skills and genuinely enjoy helping people
- Enjoy working with children, youth, adults, and/or special needs patrons
- Ensure visitors have a positive experience at the gallery by maintaining a friendly and approachable manner when dealing with guests, staff, and other volunteers
- Maintain a calm and confident demeanor
- Be versed in gallery exhibitions, activities, programs, and events
- Have the Internet and a Gmail account for inclusion in the JNAAG Google Classroom
- Undergo a Vulnerable Sector Screening security check, at the expense of the gallery*

* Costs will be reimbursed after one year of successful volunteer involvement



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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.