



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



HOSPITALITY AND EVENTS

HOSPITALITY AND EVENTS

Hospitality and event volunteers will help with a variety of activities including opening receptions, gala events, lectures, First Fridays, Art Walk and corporate bookings.

COMMITMENT

- Make a minimum commitment of 1 year
- Be available for a minimum of 4 events a year. Shifts can range from 3–6 hours
- Help at one First Friday event every three months
- Attend exhibition cycle review sessions to learn about new exhibitions, programs, and events

TRAINING

- Participate in hospitality training as required and as provided by gallery staff
- Participate in emergency and safety procedures training as required
- Smart Serve certification* is required in order to assist with serving alcohol at events

DUTIES AND RESPONSIBILITIES

- Assist with visitor check-ins at various events
- Assist with a range of duties including set-up of your designated station and take down of tables, chairs, decorations, wine glasses, dishes, food tickets, sales, etc
- Serve food and/or wine at special events
- Have excellent interpersonal skills and genuinely enjoy helping people
- Provide guests with a positive impression of the gallery by maintaining a friendly and approachable manner when dealing with guests, staff, and other volunteers
- Maintain a relaxed 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**

* Smart Serve and Food Handlers certifications are encouraged and will be reimbursed after one year of successful volunteer involvement

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



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



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.