

Volunteer  
at  
**MACKENZIE  
ART GALLERY**

**THIS IS YOUR GALLERY!**

**Excellence  
Accessibility  
Sustainability**

ART MATTERS





## **Volunteering at the Gallery**

Openings for volunteer positions vary and qualifications depend on the type of assistance required. For most volunteer positions, the Gallery requires a commitment of one shift (approximately 4 hours) per week for a minimum of 6 months.

Our volunteers achieve and maintain high standards of performance. Volunteers at the MacKenzie Art Gallery have a keen sense of responsibility, professionalism, integrity, diplomacy and good judgment working with the public, staff and other volunteers.

We welcome your interest in the MacKenzie Art Gallery. For further information about volunteering, please contact the MacKenzie Gallery Volunteer office at 584-4257.

We look forward to your participation at the Gallery!

## **Volunteer Opportunities**

### **Gallery Programs**

Learn about art by volunteering for our popular Gallery programs like Sundays at the Gallery and Art Appreciation. Volunteers work as program hosts and help with a variety of activities.

### **Collections**

Volunteers working in the curatorial area assist with the documentation of the Gallery's permanent collection.

### **Special Exhibitions**

The Special Exhibition Team welcomes and offers assistance and information to visitors. Volunteers also act as ticket takers when applicable.

### **The Gallery Shop**

Following a brief training session and apprenticeship, volunteers who work in the Gallery Shop assist staff on a regular weekly or seasonal basis in either the sales or inventory areas. Although September to January is the busiest time, the Gallery Shop volunteers are active throughout the year.

### **Administration**

Volunteers in this area of service perform a wide variety of clerical tasks at the Gallery. Responsibilities include assisting with mailings, data entry, archiving and filing, photocopying.

### **Library**

The Library at the MacKenzie Art Gallery includes artists' files, books, catalogues, magazines and periodicals. Volunteers in the Library assist with filing, shelving, cataloguing, annual publication exchange, and assembling artist information binders.

### **Fundraising Events**

Each year the MacKenzie Art Gallery organizes great special events like Bazaar, Art in Bloom and Gala Art Auctions. Volunteers who dedicate their time to special events are given an opportunity for a brief but intense commitment. Ticket sales, decorating and working the event are just some of the volunteer opportunities in this area.

### **Travelling Art**

The Travelling Art is both a program and a volunteer opportunity which has been offered by the MacKenzie Gallery Volunteers since 1962.

The Travelling Art Program is offered by docents to students in grades 5 and 6 in an elementary school setting. Reproductions of works of art are used for presentation.

All docents participate in training and orientation programs to become familiar with the content and to develop skills needed.

Docents visit six different schools per year and assist the year-end Maintenance Committee.

### **Maintenance Committee**

At year-end, the Maintenance Committee members and docents meet to upgrade the pictures which have circulated through the School Program.

### **MacKenzie Art Gallery Volunteer Membership and Enrichment Program**

For further information about MacKenzie Art Gallery Volunteer membership and enrichment program, please contact our Volunteer Office at 584-4257.

### **MacKenzie Art Gallery Membership**

For further information about MacKenzie Art Gallery membership, please contact our Development Officer at 584-4277.

### **Criminal Record Check**

The MacKenzie Art Gallery protects the public interest in the stewardship of assets held in trust and in the delivery of public services. A condition of volunteering at the MacKenzie is that a satisfactory criminal record check on initial volunteer placement and every five years thereafter is received. There is no charge for a criminal record check for a volunteer position. We will accept a Criminal Record Check that has been done for another organization and is less than three months' old.



## Welcome to the MacKenzie Art Gallery's Team of Volunteers

Thank you for interest in volunteering at the MacKenzie Art Gallery. Please complete the following:

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone (H): \_\_\_\_\_ Phone (W): \_\_\_\_\_

Email: \_\_\_\_\_

Briefly describe your work and education background:

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Resume attached:  Yes  No

What other special skills, training or interest do you have?

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### Availability

Weekdays:  AM  PM  Evenings

Weekends:  AM  PM  Evenings

Please indicate specific days if applicable: \_\_\_\_\_

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- Weekly Commitment  Occasional Placement  
 Short-term commitment  Committee and/or administrative work

Approximate number of hours I can devote on a weekly basis:

- 1-3       3-6       6-12       More than 12

Do you have any restrictions that could limit your volunteer work? \_\_\_\_\_

**Area of Interest**

What kinds of volunteer work are you most interested in? \_\_\_\_\_

Please indicate your preferences by 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> choices:

- |                           |                          |                              |
|---------------------------|--------------------------|------------------------------|
| _____ Gallery Programs    | _____ Collections        | _____ Travelling Art Program |
| _____ Gallery Shop        | _____ Library            | _____ Hospitality            |
| _____ Special Exhibitions | _____ Fundraising Events | _____ Administration         |

**References**

References available upon request; or please indicate the name of a person who can provide a reference:

Name: \_\_\_\_\_

Phone (H): \_\_\_\_\_ Phone (W): \_\_\_\_\_

Email: \_\_\_\_\_

**Membership**

- I am a MacKenzie Art Gallery member OR
- I would like more information on becoming a MacKenzie Art Gallery Member
  
- I would like more information on becoming a MacKenzie Gallery Volunteer Program Member

**Criminal Record and Security Check**

The MacKenzie Art Gallery protects the public interest in the stewardship of assets held in trust and in the delivery of public services. A condition of volunteering at the MacKenzie is that a satisfactory criminal record check on initial volunteer placement and every five years thereafter is received. A Security Clearance Referral Form is attached. Please sign the Statement of Consent (page 1) and Consent for Persons Applying for Positions Within the Vulnerable Sector (page 2). There is no charge for a criminal record check for a volunteer position. For your information, we will accept a Criminal Record Check that has been done for another organization and is less than three months' old.

Please return your Criminal Record Check results to Gaynor Novak, Manager - Administration at the Gallery.