Areas to help in at The Bonifas

Volunteer Name: ____________________________

Please read through the list of job areas and circle “Yes” “No” or “Maybe” for each area. Thank You!

**Front Desk:** The front desk is run by volunteers. Usually, volunteers work 2 hour blocks on a set day and time every week.
* Greet people as they enter
* Offer assistance and answer questions about events, classes, and exhibits
* Making and answering phone calls
* Filing paperwork, assist with mailings
* Using photocopier
* Prepping materials for classes & exhibits
* Handling $ and using credit card machine
* Signing people up for class registrations
* Writing out receipts

**Computer Work:** This job can be tied in with the Front desk duties. Weekly help would be great. We need people that can work with:
* Emailing
* Word
* Excel spread sheets
* Creating publisher flyers
* Online research
* Database entering in Access

**Gallery Crew:** Gallery crew assist with hanging and striking exhibits. This job is as needed.

**Gallery Hang:** This job uses 4-6 people for 3-5 days per gallery show.
* Inventory of artwork
* Unpacking of Artwork.
* Use of simple tools
* Install art work
* Hang lights for the shows
* Clean glass in gallery

**Gallery Strike:** This job needs 4-6 people for 1 day.
* Taking down artwork
* Removal of hardware from walls
* Packaging artwork up for pick up
* Moving pedestals to their storage area

When Youth in Art comes around in March, its all hands on deck for the hang and strike of the show!

**Docents:** This job is part of gallery but a beast all its own! A docent is a person we call when we have a group that wants to tour the gallery. This job is as needed.
* We would give a rundown of the highlights of the gallery show and the artwork that is on display along with some history behind the artwork and/or artist(s) involved with the show
* The Docent would then take that info and share it with the touring group

We also have Gather at the Gallery tours that take place about 3 times a month with different senior groups. Volunteers would work under a lead docent. The job would be helping the people in each group view the gallery, engaging them in conversation, and then helping create the art project of the day.
**Classes:** Volunteers needed for youth & adult classes as needed.
* Helping prep for classes
* Assist instructor and students
* Light clean up after class

**Poster distribution:** We need people we can call on when we have posters or flyers to post around town. This job is as needed.

**Guest Housing:** This job is as needed.
* Open your house to visiting judges, artists, & musicians
* Tax deductible

**Special Events:** Special events include our music series, auction, Waterfront Arts festival, and more. This job is as needed.
* Fold programs
* Sell event tickets at door
* Sell 50/50 tickets and/or raffle tickets
* Ushering & Handing out Programs
* Help decorate & Clean up crews
* Entertainment
* Donate food (baked sweets or savories)
* Set up food/beverages
* Serve food during events
* Join a event planning committee

**Library:** We have a Library of books available to the public to view. Members can check out books. We need help getting it ready for the public.
* Purging old books
* Organizing what’s left
* Cataloging collection

**Facility:** Help with basic maintenance & upkeep of our historic building is always needed. Would love help at least once a week and as needed.
* Basic cleaning: Sweeping, vacuuming, mopping, dusting, & cleaning windows
* Lawn care: Shoveling/snow blowing, Mowing, raking & edging
* Painting
* Organizing
* Light maintenance
* Watering plants

**Mailings:** We have a lot of literature that goes out into the community. This is as needed.
* Counting out of flyers
* Stuffing envelopes
* Addressing envelopes