

Volunteer Application



Art Gallery of Nova Scotia

Contact Information

Title: Mr. Miss Mrs. Ms. Other _____ I am over the age of 19: Yes No *If no: Birth Date* ____/____/____

First Name: _____ Last Name: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone: (____) _____ This is a cell phone Yes No **Email:** _____

Why do you wish to volunteer with the Art Gallery of Nova Scotia?

Areas of Volunteer Activity

Please indicate the volunteer area(s) that interest you:

- | | |
|--|---|
| <input type="checkbox"/> Guide (Daily public tours) | <input type="checkbox"/> Docent (Education/Children's Tour Guide) |
| <input type="checkbox"/> Front-of-house (Gallery Shop, Visitor Services) | <input type="checkbox"/> Sales Associate with Teichert Gallery |
| <input type="checkbox"/> Special Events (must be 19+ to volunteer) | <input type="checkbox"/> Studio Assistant (Family Sundays, Art Camps) |

Are you available to volunteer year-round? Yes No If not, which months are you available? _____

Availability

Any time/day of the week

Mondays	Tuesdays	Wednesdays	Thursdays	Fridays	Saturdays	Sundays
<input type="checkbox"/> All Day	<input type="checkbox"/> All Day	<input type="checkbox"/> All Day	<input type="checkbox"/> All Day	<input type="checkbox"/> All Day	<input type="checkbox"/> All Day	<input type="checkbox"/> All Day
<input type="checkbox"/> Mornings	<input type="checkbox"/> Mornings	<input type="checkbox"/> Mornings	<input type="checkbox"/> Mornings	<input type="checkbox"/> Mornings	<input type="checkbox"/> Mornings	<input type="checkbox"/> Mornings
<input type="checkbox"/> Afternoons	<input type="checkbox"/> Afternoons	<input type="checkbox"/> Afternoons	<input type="checkbox"/> Afternoons	<input type="checkbox"/> Afternoons	<input type="checkbox"/> Afternoons	<input type="checkbox"/> Afternoons
<input type="checkbox"/> Evenings(after 5)	<input type="checkbox"/> Evenings(after 5)	<input type="checkbox"/> Evenings(after 5)	<input type="checkbox"/> Evenings(after 5)	<input type="checkbox"/> Evenings(after 5)	<input type="checkbox"/> Evenings(after 5)	<input type="checkbox"/> Evenings(after 5)

How did you find out about the Art Gallery of Nova Scotia's volunteer opportunities?

Gallery Website At the Gallery Gallery Volunteer Friend/Family

Other: _____

Yes – I would like to receive emails about upcoming events and programming

Send this form along with a current CV or resume to:

Attn: Rachel Solomon, Development Officer – Donor Relations
Art Gallery of Nova Scotia, PO Box 2262, 1723 Hollis Street, Halifax, Nova Scotia B3J 3C8
Phone: 902 424 0073 Fax: 902 424 7359 Email: rachel.solomon@novascotia.ca

INTERNAL USE ONLY

Date Received: _____

Resume Received

Date Contacted: _____

Notes: _____



Gallery Guide

Guides conduct the daily public tour, by interpreting the collection and exhibitions through conversations with visitors from around the world. The Daily public tours take place at 2:00 pm Tuesday to Sunday, and 7:00 pm on Thursday evenings.

Training:

1. **Introductory Training Workshop** – The weekend-long training session offers an overview of Art Gallery of Nova Scotia operations, its collection and touring strategies. This workshop is offered twice a year, once in the fall, and once in January.
2. **Mentored Training** – A mentor is paired with you to provide further guidance in your training by helping you become familiar with the gallery, touring strategies and resources.
3. **Integrated Training** – Allows new volunteers to gain the same training as experienced docents and guides once they have completed their training by attending weekly meetings, conducting research, following tours, and preparing to tour on his or her own.

Time Commitment: 5+ hours a week. Guides are required to attend weekly training session on Monday afternoons from 1:30-3:30 pm, as well as lead at least one tour each week.

Pre-Requisites: A background in art or education is preferred.

Screening: All Guides must complete a Criminal Background Check, a Child Abuse Registry Check and provide 3 references.

Gallery Docent

Docents primarily lead school groups on tours of the Gallery, by animating the collection in dynamic ways for learners of all ages (pre-school to seniors). The majority of these tours take place between 10:00 am and 3:00 pm Monday to Friday.

Training:

1. **Introductory Training Workshop** – The weekend-long training session offers an overview of Art Gallery of Nova Scotia operations, its collection and touring strategies. This workshop is offered twice a year, once in the fall, and once in January.
2. **Mentored Training** – A mentor is paired with you to provide further guidance in your training by helping you become familiar with the gallery, touring strategies and resources.
3. **Integrated Training** – Allows new volunteers to gain the same training as experienced docents and guides once they have completed their training by attending weekly meetings, conducting research, following tours, and preparing to tour on his or her own.

Time Commitment: 5+ hours a week. Docents are required to attend weekly training session on Monday mornings from 9:30-11:30 am, as well as lead at least one tour each week.

Pre-Requisites: A background in art or education is preferred.

Screening: All Docents must complete a Criminal Background Check, a Child Abuse Registry Check and provide 3 references.

Studio Assistant - Summer School of the Arts, In-Service Day Camps, March Break Camps

Volunteers assist with art classes in the Studios. They help supervise the students, and assist with the art projects and break times. Volunteers report to the artist teaching the class/camp.

Training: Each class is led by a paid artist who will provide on-the-job training the day of based on the specific needs of that class.

Time Commitment:

1. Summer School of the Arts & March Break: 3 ¾ hours to 7.5 hours a day for 5 days. Volunteers are required to commit to a full week of morning classes (Monday – Friday 8:30 am to 12:15pm), afternoon classes (Monday – Friday 12:45 to 4:15 pm), or full days.
2. In-service Day Camps: 8 hours. Volunteers are required to commit to the full day, from 8:30 am to 4:15 pm.

Pre-Requisites: An interest in art and experience working with children are preferred.

Screening: Volunteers over the age of 17 must complete a Criminal Background Check and a Child Abuse Registry Check. All volunteers must provide 3 references.

Family Sunday & Family Event Volunteers

Volunteers assist the lead artist with the art projects in the Studios and gallery spaces. They help set up, explain the activities to participants, ensure that supplies are stocked and the space remains tidy, and help with clean-up after the event.

Training: Training will be provided the day of as it is highly dependent on the project(s) taking place.

Time Commitment: 4 hours. Usually 12:30 – 4:30 pm.

Pre-Requisites: An interest in art and experience working with children are preferred.

Screening: Volunteers over the age of 17 must complete a Criminal Background Check and a Child Abuse Registry Check. All volunteers must provide 3 references.

Special Events Volunteers

These events most often occur at night or on the weekends but may occur during the week as well. The duties of Special Events Volunteers will vary depending on the type of event, but may include greeting, helping with studio activities, providing directions and extra assistance in the Gallery spaces, coat check, ticket sales, postering, helping with raffles, and more. Special Events Volunteers will be contacted once every two weeks with a listing of upcoming events and the volunteer opportunities available for each.

Training: Training may be provided in advance at a training/info session or the day of as it is highly dependent on the event taking place.

Time Commitment: 4 – 7 hours depending on the event.

Pre-Requisites: Some events require volunteers to be 19+.

Screening: Volunteers over the age of 17 must complete a Criminal Background Check and a Child Abuse Registry Check. All volunteers must provide 3 references.

Gallery Shop

Volunteers working in the Gallery Shop are responsible for greeting the visitors, processing sales transactions, assisting customers while they are shopping, providing information about the gallery and shop and helping with merchandise displays. Individuals should be comfortable working alone as they will often be covering lunch breaks.

Training: Details provided upon inquiry.

Time Commitment: 3 hours once a week.

Pre-Requisites: Experience in a retail environment is an asset.

Screening: All Gallery Shop Volunteers must complete a Criminal Background Check and provide 3 references.

For more information or to submit your application, please contact:

Rachel Solomon

Development Officer – Donor Relations

Art Gallery of Nova Scotia

PO Box 2262

Halifax, NS B3J 3C8

Email: rachel.solomon@novascotia.ca

Phone: 902-424-0073