



## Volunteer Application Form

Name \_\_\_\_\_ Date \_\_\_\_\_

Home address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (identify preferred): Home \_\_\_\_\_ Cell \_\_\_\_\_

OK to send you text? **YES** **NO**

Our primary method of contact with volunteers is via email.

Email (Print legibly) \_\_\_\_\_

Identify any **special skills** or **unique talents** you have that may help the VBAC Volunteer Program

\_\_\_\_\_  
\_\_\_\_\_

### Volunteer Availability (Circle best days/times for you)

- **Reception Desk/Gallery Tours:**

<b>Weekdays:</b>	<b>Tues</b>	<b>Wed</b>	<b>Th</b>	<b>Fri</b>	
	Morning (10 am to 1:30 pm)		Afternoon (1:30 to 5:00 pm)		All Day
<b>Weekends:</b>	Sat Morning (10 am - 1 pm)	Sat Afternoon (1 - 4 pm)		Sunday (12 noon - 4 pm)	

### **Call Me, I am flexible**

- **Special Events** may be in the evenings: Reception set-up, hospitality and clean-up are on the first Friday of the month, afternoon and evening. I am interested in helping with special events, hospitality, and/or clean up **YES, Job preference** \_\_\_\_\_ **NO not interested**

How often would you like to volunteer? \_\_\_\_\_

Is there a specific volunteer job that interests you? \_\_\_\_\_

Please list 2 references on the back of this form (Name, phone number, relationship to you).

**Complete this form** and **submit** to the Volunteer Mailbox at the Reception Desk. We will be in touch for a meeting to match your interests with the jobs available. List of job opportunities attached for your information.

**Questions?** Contact Arlene Ingram, Interim Volunteer Coordinator (757-481-0505) or Talley Powell, Assistant Volunteer Coordinator (757-646-1088)

Virginia Beach Art Center/The Artists Gallery, 532 VA Beach Blvd, VA Beach, VA 23451  
757-425-6671 [www.artcentervb.org](http://www.artcentervb.org)



Name \_\_\_\_\_ Email \_\_\_\_\_ Cell \_\_\_\_\_

**Current Volunteer Opportunities: check any that fit YOU**

**Administrative**

- Receptionist: welcoming presence/sales desk/answer phone/manage money, comfortable with computer usage (min of one regularly scheduled day per month or two half days)
- Computer skills, comfort with computer, making and entering sales into computer (POS system)
- iContact: add names to iContact, our list management system (guest list, volunteer lists, etc can be done off site)
- Make Labels/Gallery Cards/Name Tags
- Keep Volunteer Notebook updated (notebook stays in Reception Desk Area)

**Artistic/Aesthetic/Exhibitions**

- Assist with art exhibitions (signage, hanging, etc.)
- Assistance with Gallery appearance
- Care of plants and flowers: keep flowers and plants fresh and attractive (weekly, half day, max)

**Education/Docent/Art Talks**

- Docent-led Art Talks
- Art Talk Coordinator-recruit groups
- Book Club/leader
- Library, keep up-to-date
- Assist on Class Days as needed (assist artist who is teaching, group size and age varies)
- Assist with Class Registration for Open Registration period (seasonal ... needed for 2 weeks prior to class start)

**Public Relations**

- Gallery Greeters/Welcome Guests
- Assist with community events
- Community Promotion of VBAC events and programs
- Distribution of Monthly Exhibition flyers to the community

**Drop-off Pick-up (one day per month)**

- Assist with accepting art for new exhibition, return art from previous exhibition (one day per mo)

**Technology**

- Assist keeping website up to date, Facebook
- Review website and optimize it for search engines
- Social media: Twitter/Instagram

**Hospitality**

- Greeter for special events (welcome and encourage those new to the gallery to sign guest book)
- Count attendance at events
- Hospitality Assist: help with receptions (maybe goes under special events)
- Monthly Reception, set-up before and take down after (tables, chairs, bar, trash removal etc)

**General/Special Projects**

- Assist with storeroom organization/supplies
- Assist with community and fund-raising programs (assist person in charge of Development)

**We need and are seeking leadership**, people who will be responsible for an area and who will work with the volunteer coordinator to ensure that the job is done.

**YES**  **NO** I Would be willing to accept a leadership role in the successful operation of VBAC?