



## Volunteer Application Form

After opening or saving this form to your computer, you can use your Document Reader (e.g. Adobe) to complete the form.

### Contact Information

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

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
(street, box #, city, province)

Main Phone: \_\_\_\_\_ Alt Phone: \_\_\_\_\_

### Availability

The Alberta Craft Council has opportunities available during our regular hours of operation and occasionally for special events or projects. The Alberta Craft Gallery - Edmonton is open Monday - Saturday 10am - 5pm and Thursday 10am - 6pm. Alberta Craft Gallery - Calgary is open Wednesday - Saturday 12 - 6pm. The Galleries are closed statutory holidays. Average shifts are 3 - 5 hours.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<input type="checkbox"/> Morning	<input type="checkbox"/> Morning	<input type="checkbox"/> Morning	<input type="checkbox"/> Morning	<input type="checkbox"/> Morning	<input type="checkbox"/> Morning	<input type="checkbox"/> Morning
<input type="checkbox"/> Afternoon	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Afternoon
<input type="checkbox"/> Evening	<input type="checkbox"/> Evening	<input type="checkbox"/> Evening	<input type="checkbox"/> Evening	<input type="checkbox"/> Evening	<input type="checkbox"/> Evening	<input type="checkbox"/> Evening

I am available starting: \_\_\_\_\_

I'm interested in volunteering:  daily  weekly  monthly  one-time  occasionally  per project

### Preferred Volunteering Location

- Alberta Craft Gallery - Edmonton  Where the event takes place  From my home  
 Alberta Craft Gallery - Calgary

### Reasons for Volunteering

Check off all that apply.

- |   |   |
|---|---|
| <input type="checkbox"/> To learn a new skill                           | <input type="checkbox"/> To meet new people                   |
| <input type="checkbox"/> To network with other artists                  | <input type="checkbox"/> I have spare time to share           |
| <input type="checkbox"/> To share my skills                             | <input type="checkbox"/> To support the Alberta Craft Council |
| <input type="checkbox"/> To become more involved in the craft community | <input type="checkbox"/> Other _____                          |

### Experience

Please list your level of education, past volunteer and employment experience or attach your CV.

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## Volunteering Opportunities

Opportunities to become involved in Edmonton, Calgary and around the province are plentiful; you can join a team, participate in a single event, or help with the day-to-day aspects involved with operating a gallery. Invest a little time or a lot... just let us know how you can contribute and we'll start there.

### Retail Gallery

- Assist with customer service, fine-craft sales, displays and merchandising.

### Membership, Outreach and Advocacy

- Assist with mail-outs, database management, phone-trees, membership recruitment and renewals and campaigns.

### Galleries & Exhibitions

- Assist with exhibition set-ups and strike downs, gallery preparation, photography, signage, documentation, audience record keeping, artist receptions and act as a docent.

### Advisory/Mentoring Committee

- Participate with other committee members to review the fine craft work of potential Alberta Craft Gallery artists and to offer productive advice and feedback regarding their work.

### Marketing & Promotions

- Assist with the promotion of Alberta Craft activities and initiatives including poster and pamphlet dispersal, magazine mail-out, social media promotions and generating TV and radio interview opportunities.

### Special Events

- Assist with all aspects of special event hosting including bartending, photography, food preparation, table/chair set-up, video/audio set-up, ticket sales, coat-check, clean-up and reporting.

### Office Administration

- Assist with mail-outs, filing, answering the telephone, library, archive management and other general office duties.

### Fund-raising

- Help facilitate through special events, projects and private/ business relationships monetary and in-kind fund development initiatives.

### Magazine/Communications

- Consult with the Magazine editor regarding possible editorials and articles for upcoming magazine issues. Assist with Alberta Craft communications projects.

### Volunteer Department

- Assist in the outreach and recruitment of new volunteers for various ACC departments and special projects.

## Your Areas of Interest

Check off the volunteer areas you're most interested in. See above descriptions of volunteer opportunities.

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Retail Gallery                  | <input type="checkbox"/> Fund-raising           | <input type="checkbox"/> Office Administration   |
| <input type="checkbox"/> Membership, Outreach & Advocacy | <input type="checkbox"/> Marketing & Promotions | <input type="checkbox"/> Advisory/Mentoring      |
| <input type="checkbox"/> Exhibitions                     | <input type="checkbox"/> Special Events         | <input type="checkbox"/> Magazine/Communications |
| <input type="checkbox"/> Volunteer Department            | <input type="checkbox"/> Other: _____           |  |

## Get to know the Alberta Craft Council

- Yes, I would like to sign up for What's In (monthly e-newsletter about what's new in the Alberta Craft Gallery)

How did you learn about the us? \_\_\_\_\_

Follow the Alberta Craft Council on Facebook & Instagram @albertacraftcouncil and on Twitter @abcraftcouncil