



Volunteer Service Descriptions

All volunteers must complete the following:

- Volunteer Application
- Volunteer Agreement
- 1 Interview
- Attend 1 New Volunteer Orientation
- Occasional training sessions (as needed)

Volunteers 17 years old or younger must also provide parental consent.

Visitor Services Volunteers

Benefits: Work with museum professionals, art educators, and other volunteers to facilitate informal learning. Gain visitor services experience; learn about local contemporary art and artists.

Position Description: Work 3-6 hours per week at the Information Desk and gallery spaces. Greet visitors and provide information about the history of the Shemer, its exhibitions, programs, and events.

Skills or Training: Customer service or teaching experience preferred. Must be attentive, friendly, and possess strong communication skills.

Tasks:

- Wear nametag and adhere to dress code.
- Check-in with staff and log hours.
- Greet every person with a smile and “Hello, welcome to the Shemer!”
- Record the number of visitors in the visitor’s log.
- Check schedule of museum programs and be aware of guided/self-guided tour groups. For any unscheduled groups that walk-in, record name and number of visitors in the visitor’s log.
- Learn and provide the history of the Shemer Art Center and Museum to visitors.
- Answer questions about exhibitions, programs, and events; provide directions.
- Distribute educational materials and informational brochures as needed.
- Attend exhibition training with fellow volunteers.

Children's Class Assistants

Benefits: Work with artists and art educators; gain childcare and teaching experience in a dynamic environment; learn about art museum education as a profession.

Position Description: Assist instructors with preparation and implementation of youth classes, such as our summer "artSpace" camp. Help supervise and assist students in their projects. Report to instructor and museum staff, shifts scheduled for duration of one class session (5 hours/day).

Skills and Training: Recent studio art coursework/experience, education coursework, child-care experience preferred. Volunteers receive a copy of the lesson plan prior to class date.

Tasks:

- Wear Shemer apron and nametag while on duty.
- Arrive at least 15 minutes before class begins. Check-in with staff before meeting the instructor in assigned classroom.
- Welcome and check-in students as they arrive.
- Supervise the warm-up project for the early arrivals. Once all students arrive, the teacher will lead introductions.
- While the instructor conducts a tour, assist by keeping the students together and reinforcing the instructor's authority, reminding students of the museum rules.
- Gently remind students to focus their attention as needed.
- Following the teacher's instruction, pass out materials, supervise, and assist students.
- Supervise students during lunch, breaks, and cleanup.
- Watch children until their parents arrive to pick them up. Check students out as they leave with their parent or guardian.
- Distribute parent letters and make sure students leave with all belongings and projects.
- Help the instructor finish cleanup and prepare materials for the next class.

Special Event Volunteers

Benefits: Learn what it takes to successfully plan and coordinate a large-scale event. Work with museum professionals, artists, vendors, and Arizona arts leaders.

Position Description: May perform a variety of tasks including checking-in guests at admissions, handing out programs, acting as Artist Ambassadors, and helping guests find their way at events like Sunday@Shemer.

Skills and Training: Must be detail-oriented, personable, and proactive. Should have a warm, professional public presence and the ability to communicate clearly with staff, volunteers, and visitors. May need to stand for extended periods of time. If required, able to handle money.

Tasks:

- May assist in special event planning, admissions check-in, selling tickets, and or handing out programs.
- Greet guests and assist them in finding their way through events
- May act as an Artist Ambassador
- May act as a Docent and or Gallery Guard for indoor galleries
- May act as Gift Shop Attendant
- May assist as Parking Attendant
- Help set up and take down tents and booths (if applicable)
- Assist in overseeing participant/volunteer refreshments and passes

Museum Gift Shop Attendants

Benefits: Support the Shemer and local artists by selling contemporary Arizona art to visitors and museum members.

Position Description: Welcome visitors, assist with art selection, and keep accurate records of gift shop inventory. Assist Shemer staff in shop maintenance and other tasks as needed.

Skills and Training: Must have excellent customer service and accountability. Knowledge of art, sales, and ability to lift framed art is preferable. Must learn about artists represented in the gift shop.

Tasks:

- Work with museum staff to inventory and price all items
- Assist clients with art selection
- Help display and install artwork
- Assist in keeping inventory and artist documents current
- Create artist biography cards and supplemental materials (as needed)

Communications and Public Relations Volunteers

Benefits: Acquire communications and public relations experience; work with museum professionals, our marketing specialist, and museum board members to develop and strengthen the Shemer Art Center's image and branding.

Position Description: Work with Shemer staff in creating and distributing PR materials, updating social media platforms (Facebook, Instagram, Twitter), and other administrative tasks with a focus on publicity.

Skill and Training: Must be detail-oriented, proactive, and able to multi-task. Experience with Adobe Photoshop and other editing software a plus. Must also be at least 18 years of age and able to drive a car. Volunteers will receive a copy of the distribution sites throughout the valley and a map.

Tasks:

- Assist in creating distribution materials.

- Distribute PR materials to over 50 sites throughout Phoenix including coffee houses, resorts, and art supply stores.
- Update Facebook, Instagram, and Twitter accounts.
- Attend Shemer special events (upon availability) and photograph/record video

Development/Fundraising Event Coordinators

Benefits: Acquire development, fundraising, and marketing experience; work with museum professionals, our marketing specialist, and museum board members in raising gifts and support for the Shemer.

Position Description: Will work with staff, marketing specialist, and board members on monthly networking events (Neighborhood Receptions, Artist Cafes) and other fundraising endeavors. Volunteers will develop new and imaginative fundraising activities to support the Center; help plan fundraisers and benefits including our annual Sunday@Shemer Family Arts Festival, Pet Day, Frida's Fiesta - Girls Night Outside, an annual Festival of Trees, and our online furniture auction.

Skills and Training: Must be detail-oriented, proactive, and able to multi-task. Prior fundraising experience preferred.

Tasks:

- Coordinate and facilitate committee meetings in collaboration with staff or board member representative to plan and implement fundraising events such as Pet Day, Girls Night Outside, Festival of Trees, etc.
- Solicit outside donations and sponsorships for special events
- Schedule volunteers for each aspect of an event to ensure smooth coordination
- Assist in marketing and promotion
- Help prepare nametags, programs, and other promotional materials for monthly Neighborhood Receptions with the marketing specialist and Shemer staff.
- Assist in preparations and check-in for receptions
- Assist in preparations for artist cafés

Docents

Benefits: Learn unique approaches to art, new media, and cultivate one's interpersonal and public speaking skills. Learn about the artists' process and intention directly from the artists as well as exhibition jurors and curators.

Position Description: Lead tours of Shemer's exhibitions and special exhibitions for schools, public, and private audiences. Provide visitors with questions and context with which to view current exhibitions.

Skills and Training: Must complete docent training sessions, familiarize oneself with all exhibition materials, and attend exhibition opening receptions to provide tours to students and visitors of all ages. Must have a professional and friendly manner, effective communication skills.

Tasks:

- Greet visitors and give brief orientation/description of the museum galleries or grounds
- Provide Sculpture Garden tours
- Provide Gallery Exhibition tours
- Assist with school field trips and interactive activities (as needed)

Facilities and Grounds

Benefits: Learn long-term planning, facilitation, and grounds design (the placement of both contemporary artwork and greenery). Work with museum professionals, board members, and artists in the implementation of outdoor exhibitions and groundskeeping.

Position Description: Assist with installation of various outdoor exhibits including the Sculpture Garden. Some volunteers will also help maintain the outdoor flora.

Skills and Training: Heavy lifting may be involved.

Tasks:

- Maintain outdoor flowers and plants
- Help install outdoor sculpture
- Installation of outdoor visual art exhibits
- Assist with various building projects around the Center
- Assist in the creation of a Master Plan for the facility and grounds
- Aid in the development of a Facility and Grounds Manual

Administrative Volunteers

Benefits: Acquire arts/non-profit administrative experience; work with museum professionals, art educators, and artists; learn the daily needs and operations of an arts institution.

Position Description: Assist in clerical duties, including data entry, filing, preparing mailings, answering phones, preparing for classes and meetings, creating and updating documents; acting as a Visitor Service Volunteer or performing other tasks as needed.

Skills and Training: Must be detail-oriented, proactive, efficient, and able to multi-task. Previous administrative or gallery experience preferred.

Tasks:

- Update existing databases including artists, members, volunteers, arts associations, media, and general public.
- Answer phone calls and take messages as needed.
- Assist Shemer staff in preparing classrooms and gallery spaces for students and visitors.

Exhibition Volunteers

Benefits: Acquire experience for museum professions such as art handling (preparator), collections management, registration, and curation; gain installation and de-installation experience.

Position Description: Assist in the installation and de-installation of work in rotating galleries, this includes preparatory tasks (painting, hanging), collections management and registration tasks (documenting), as well as curatorial tasks (assisting with the placement and interpretation of works).

Skills and Training: Prior museum or gallery experience preferred. Must be detail-oriented. Some volunteers may be asked to lift heavy artwork.

Tasks:

- Preparatory:
 - Painting gallery walls and pedestals
 - Adding/removing vinyl lettering and title cards
 - Packing/unpacking works
 - Hanging or mounting works
- Collections Management/Registration:
 - Provide loan agreement forms to artists and have them sign before dropping off and picking up work
 - Ensure all work is installed and de-installed with care
- Curatorial:
 - Assist jurors and museum staff in their curatorial needs
 - Create title cards, didactics, programs, and other exhibition materials

Library Volunteers

Benefits: Acquire library science and cataloging experience; gain priority access to all Shemer Art Center instructional and art historical materials.

Position Description: Help assure ready access to information about the art and artists represented in the museum's collection by filing materials, shelving books, magazines, clipping newspaper articles, and working on special projects. Will also assist in loaning materials to Shemer Art Center students.

Skills and Training: Must be detail-oriented and organized. Familiarity with library cataloging, art history, or studio arts preferred; library experience a plus. Must familiarize oneself with the Center's collection of instructional and art historical books.

Tasks:

- Help reorganize and catalogue the Center's current collection of materials
- Catalogue any incoming materials
- Assist Shemer students with borrowing or returning items from the collection
- Assist Shemer staff in maintaining an accurate count of outstanding books on loan