



Williamsburg Contemporary Art Center

Please Join One or More of Our Teams!

Williamsburg Contemporary Art Center is looking for team spirited volunteers willing to share their time and talents to help us enhance and improve the Art Center. Volunteers are the backbone of our organization - we can't operate without them. We value all levels of expertise, experience, and involvement, so please consider joining one or more of our Teams. Just check off your areas of interest, complete the application form at the end, and drop it off or mail it back to us – we'll get in touch once we get your application.

ADMINISTRATIVE & BUSINESS

ADMINISTRATIVE & BUSINESS TEAM: Help us with a number of admin and business tasks.		
General clerical duties: sorting, filing, writing receipts, etc.		Prepare & file routine federal and VA applications (VDACS, ABC, tax exempt, etc.)
Organize files and other materials		Draft organizational correspondence
Mailings: fold, stuff & batch		Help write donor thank-you letters

FRONT DESK TEAM: Greet visitors; promote exhibits, artists, and programs; process payments for artwork & other items; and help with light admin projects. Full shifts: four hours / half shifts: 2 hours..	
___ Two hour shifts	___ Four hour shifts

DEVELOPMENT

GRANT WRITING TEAM: Help us write & submit more grants each year.		
Writing/submitting routine grant applications		Networking with other orgs to get new ideas
Researching new grant opportunities		Attending grant seminars & workshops

SPONSORSHIP TEAM: Help us secure more corporate & private sponsors to support the organization.		
Determine categories, levels and benefits		Approach potential sponsors
Design and craft sponsor packages		Monitor program to ensure sponsors benefits

SPECIAL EVENTS TEAM: Plan & execute special events, receptions, parties & other gatherings.		
Annual Spring and/or Fall Galas		Artful Soirees (privately hosted events)
Ad hoc events at the Art Center		Ad hoc off-site events

OPERATIONAL

FACILITY TEAM: Help us keep the Art Center interior and grounds looking stellar!		
Periodic deep cleaning (windows, sills, bathrooms, kitchen, floors, refrigerator, etc.)		Weeding front and rear beds, and planting new and/or removing dead plants
Painting – new areas and touch-ups (walls, trim, doors, windows, etc.)		Blowing leaves and general yard clean-up

HOSPITALITY TEAM: Help us run our many events, openings, etc.		
	Bartend	Decorations
	Event Set-up: tables, chairs, food, decorations	Check-in (name tags, sign-up sheets, etc.)
	Food: plan & provide food & supplies (both purchased and donated)	Event Take-down: clean-up & remove tables, chairs, food, decorations, trash & recycle, etc.

MARKETING & MEDIA TEAM: Help us up our game & become more visible in the community!		
	Graphic Design (posters, postcards, banners, invitations, signage, e-blasts, etc.)	Submit articles/photo ops to local area news outlets
	Photographer for Special Events & Exhibits	Update local calendars about WCAC events, etc.
	Web design – we need help with our website	Update Social Media (Facebook, Twitter, Instagram & others)
	Develop other ways to promote WCAC	WCAC Newsletter editor & writers

SPECIAL PROGRAMS

ART ED TEAM: Help us grow/maintain the program & keep the Art Ed Center clean, neat and stocked.		
	Make calls/emails to instructors & students to schedule classes & workshops	Help keep the Art Ed Center clean: tables, trash, floors, scrub sink and bathroom.
	Help organize applications, payments & other admin duties as needed	Restock area with toilet paper, paper towels & cleaning items.
	Organize Open Studio Events	Help organize and tidy up both Art Center rooms.
	Organize Art Demos/Lectures/Workshops	

EXHIBIT TEAM: Help coordinate, oversee, market, promote, install & de-install exhibits.		
	Fireside Members Gallery (yr. round exhibits)	3 rd Members Co-op Show (July – Aug)
	Annual High School (Jan-Feb)	4 th Members Co-op Show (Sept – Oct)
	Local College Show (Feb-March)	Regional Juried Show (Oct-Nov)
	1 st Member’s Co-op Show (Mar – April)	Small Works/Holiday Show (Nov – Dec)
	2 nd Members Co-op Show (May - June)	Off-site exhibits (dates tbd)
	Annual Members Show (June - July)	

OUTREACH TEAM: Help organize, set up, take down and supervise our outreach events.		
	AOFTA – Kids Art Booths (October)	Caring Art – classes for seniors/caregivers (tbd)
	Buddy Art – Spring and Fall – 6 classes each	Kids Art Day (one day event – date tbd)

Comments:	
First Name:	Last Name:
Telephone # 1:	# 2:
Email:	
Please print application & deliver to: Williamsburg Contemporary Art Center, 110 Westover Ave., or mail to P.O. Box 388, Williamsburg, VA 23187-0388. Info/questions: Andrea Lemieux at 229-4949 or AndreaLemieux@visitWCAC.org or Janis Wood, President, at 220-2217 or jleewoodart21@msn.com	