



VOLUNTEER OPPORTUNITIES

PLEASE HELP US MAKE A DIFFERENCE!

Williamsburg Contemporary Art Center (WCAC) is the only volunteer based non-profit visual arts center in the greater Williamsburg area. For 66 years, its mission has been to enrich the community by fostering and supporting the arts, artists, artisans and art lovers of today. WCAC relies on many talented and enthusiastic volunteers who share their experience and expertise - they are the backbone of the organization! Please consider volunteering in one or more of the areas listed below - you won't regret it! When you're ready, complete and return the application on page 2 and we'll get you started.

FRONT DESK VOLUNTEERS – WE NEED YOU!

Front Desk Volunteers are our frontline ambassadors who make it possible to keep the art center open four days a week – we could not manage without them. They open and close the center, record sales and other transactions, offer welcoming smiles and encouragement, and provide information about exhibits, programs, events, and the organization itself.

OTHER BOARD COMMITTEES

Volunteers come from a wide variety of backgrounds and bring much needed work related and other experience and expertise. Please consider volunteering in one or more areas and share your own talents and skillsets. Enjoy the camaraderie and positive experience you'll gain from working with others! We are also interested in volunteers who are willing to serve as Chair/s to help oversee these committees.

- HOSPITALITY:** Help plan, manage and oversee show opening receptions & events, including bartending, any food & light beverages; decorations; check-in (name tags, sign-up sheets, etc.); and clean-up.
- FACILITY MAINTENANCE:** Help keep the Art Center interior and grounds looking stellar.
 - WCAC Garden Group – meets 3 – 5 times per year
 - WCAC Interior Maintenance Group – meets 2 – 3 times per year
- EXHIBITS:** Assist Artistic Director during show installations and deinstallations, e.g.: checking pieces into new shows, checking pieces out from closing shows, and other related tasks.
- SPECIAL EVENTS:** Help plan & execute larger onsite and offsite special events, receptions, parties & other gatherings.
- OUTREACH:** Help us manage outreach programs and events (Buddy Art, Kids Art Day, AOFTA Kids Art Tent; Lecture Series, and other programs).
- SPONSORSHIPS:** Help secure more corporate & private sponsors for exhibits and events.
- GRANT WRITING:** Help research, write & submit much needed grants each year.
- TECHNOLOGY:** Help us with website maintenance & enhancements.
- VOLUNTEERS:** Help us oversee and coordinate all volunteer committees to ensure efficiency.

WCAC VOLUNTEER APPLICATION

Name	
Address	
Phone	
Email	
Date	
Are you a WCAC Member? <input type="checkbox"/> Yes <input type="checkbox"/> No	
How did you hear about WCAC's Volunteer Opportunities? <input type="checkbox"/> Web <input type="checkbox"/> Email <input type="checkbox"/> Eblast <input type="checkbox"/> Friend / Word of Mouth / WCAC Handout	
What Volunteer committee/s are you interested in: 	
Front Desk Volunteers Only:	
Days Available	Wednesday Thursday Friday Saturday (please circle day/s)
Preferred times	<input type="checkbox"/> 11:00am – 1:00pm <input type="checkbox"/> 1:00pm – 3:00pm
Front Desk Volunteers only – please describe any experience handling purchases, credit card payments, or other sales type responsibilities: 	
Other volunteers - please describe your prior volunteer experience with WCAC and/or other organizations: 	
Please list the name(s) of those who would be willing to provide a reference for you: Name: Address: Phone / Email: <input type="checkbox"/> Worked with <input type="checkbox"/> Volunteered with <input type="checkbox"/> Personal reference	