



# 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 helping us enhance and improve the Art Center and its programs. 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 below. 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 & FRONT DESK VOLUNTEERS

<b>ADMINISTRATIVE:</b> Help us with numerous administrative tasks.	
General clerical duties - sorting & filing, etc.	Mailings - fold, stuff & batch
Organize files and materials	Proofreading materials
<b>FRONT DESK VOLUNTEERS:</b> Greet visitors; promote exhibits, artists, and programs; process payments for artwork & other items; and help with light admin projects.	
____ <b>Two-hour shifts</b>	____ <b>Four-hour shifts</b>

### DEVELOPMENT

<b>GRANT WRITING:</b> Help us write & submit more grants each year.	
Research new grant opportunities	Help write grant applications & final reports
<b>SPONSORSHIPS:</b> Help 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
<b>SPECIAL EVENTS:</b> Plan & execute special events, receptions, parties & other gatherings.	
Annual Spring or Fall Galas	Artful Soirees (privately hosted events)
Other events at the Art Center	Other events offsite
<b>FUNDRAISING:</b> Plan, execute & oversee annual and other fundraising campaigns.	
Annual Fund Campaign	Other fundraising campaigns

### SPECIAL PROGRAMS

<b>EXHIBITS:</b> Help the Artistic Director coordinate, oversee, install & de-install exhibits.	
Fireside Members Gallery (yr. round exhibits)	Members' Co-op Shows – Spring & Fall
Extravaganza Shows – two per yr.	Regional Juried Show - Fall
Annual High School Show (Spring)	Small Works/Holiday Show - Winter
Other Community Based Exhibits (tbd)	Stryker & Other Offsite Shows
Annual Members Show – Spring/Summer	

<b>OUTREACH:</b> Help plan, organize, set up & take down outreach events.		
	AOFTA – Kids Art Tent (1 <sup>st</sup> Oct. weekend)	Caring Art – classes for seniors/caregivers (tbd)
	Buddy Art – Spring & Fall – 6 classes each	Kids Art Day & other youth events - dates tbd

**OPERATIONAL**

<b>FACILITY:</b> Help us keep the Art Center interior and exterior 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

<b>HOSPITALITY:</b> Help us manage our openings and other events		
	Food: plan & provide purchased & donated food & related supplies	Check-in: name tags, sign-up sheets, etc.
	Decorations: Plan & provide purchased & donated decorations.	Bartenders: ice down beverages, keep them replenished, and serve guests.
	Event set-up: tents, tables, chairs, food, decorations, trash/recycle receptacles, etc.	Event take down: clean-up, remove tables, chairs, food, decorations, trash & recycle, etc.

<b>MARKETING &amp; MEDIA:</b> Help us up our game & become more visible in the community!		
	Graphic designers (posters, postcards, banners, invitations, signage, e-blasts, etc.)	Photographer for Special Events & Exhibits
	Web design – we need help with our website	WCAC Newsletter editor & writers
	Develop other ways to promote WCAC	

<b>Comments:</b>
------------------

<b>First Name:</b>	<b>Last Name:</b>
<b>Telephone # 1:</b>	<b># 2:</b>
<b>Email:</b>	

Please print application & deliver to: Williamsburg Contemporary Art Center, 110 Westover Ave., or mail to P.O. Box 388, Williamsburg, VA 23187. Info/questions: Michael Jones, Art Center Manager, at (757) 229-4949 or [visitwcac@gmail.com](mailto:visitwcac@gmail.com).