

## Gallery Assistants:

Once a month a new exhibit arrives at the gallery. We use volunteers to place and hang the exhibit. To place an exhibit requires great design and display skills. To hang an exhibit requires the ability to measure, and drive nails or screws. We also use volunteers after the exhibit to help remove the artwork, patch and touch up paint. These positions require that the volunteer handle the artwork properly. While placing seems to be a given talent, training is available for hanging and removing. These jobs are done once a month and usually take a few hours to complete.

## Monthly Receptions:

Our opening receptions are held once a month, usually on the first Friday. We like to provide finger foods, beverages and soft music for our guests to enjoy as they walk around the gallery to view the exhibit. These events are a great opportunity for socializing! The receptions are 2 1/2 hours and cleanup usually takes about 1/2 hour.

Service Group Host: If you belong to a service group that wants to host one of our receptions, we ask that your group make or buy finger food for 75-100 people, arrive early to set up the food table, maintain food throughout the event and then help clean up. We will recognize your group in our press releases, on our web site and in the gallery.

Individuals are contacted to provide finger foods for an opening reception, when a service group is not available.

Beverage Host: To maintain and serve the beverages provided during the reception.

Hostess: To help oversee the food table and keep the area supplied when a service group is not available.

Music: An individual or small group willing to provide background music for our guests to enjoy.

## Office Helper:

The office has a constant flow of people, phone calls and paperwork. We can always use volunteers to assist our staff with various office tasks such as labeling our monthly mailings, preparing and mailing our newsletter, data entry, answering phones, internet research or greeting people/handling sales as they come in. The time required for this volunteer opportunity is flexible with your schedule, and some of the tasks may even be done from your home. Sometimes it's just helpful to have someone take messages awhile so we can catch up on paperwork.



## Satie's Ladies and the Holiday Committee:

This committee helps recruit and select artists for the December Holiday Shop. They decorate and set up the gallery, "fluff," rearrange and maintain the shop throughout the month, handle sales for an hour or two, and then take down the decorations after the event. If you have a passion for local artists, enjoy working with others and have design and display skills you will love this job! They hold lunch meetings quarterly and then they work very hard after Thanksgiving to get the Holiday Shop ready.

## Satie's Gift Shop:

The gallery maintains a year-round gift shop displaying arts and crafts by local artists. Our volunteers help us recruit new artists, and help maintain the shop by dusting and rearranging the items. This volunteer opportunity can be done at your convenience any time the gallery is open.

## Landscaping & Building Maintenance:

This beautiful old house requires ongoing TLC both inside and out. Skills from painting to weeding and cleaning to trimming bushes.

## Artists-In-Schools Program:

Through this program we provide the children of our county the opportunity to experience the arts through programs ranging from theater to visual arts, and music to storytelling. We use volunteers to greet and bring breakfast to the performers and to help usher the schools into the auditorium. You must be able to drive and you may select which programs you would like to help with. The Caldwell Arts Council will reimburse you for the cost of the food and you may stay to enjoy the show!

We also have an opening for someone to manage our contracts for these programs. That would require calling the performers ahead of time verifying the day and time, number of performers and asking if they need any special equipment provided.

## Sculpture Celebration:

This wonderful event is held every year on the Saturday after Labor Day and brings artists and their sculptures to the J.E. Broyhill Park. This Friday and Saturday event takes a great deal of planning and many volunteers. Volunteers help with everything from providing the flowers, finding food vendors, registration of the artists, and serving and clean up during the Blue Jeans Preview Party.



## Adopt-A-Sculpture:

The Caldwell Arts Council has almost 80 sculptures throughout the county. We are looking for volunteers willing to Adopt-A-Sculpture. We would like you to visit the sculpture twice a year to clean it, and to advise us if the sculpture is in need of repair. The Arts Council will provide direction on how to handle the sculpture and pay for any supplies needed in its maintenance.

## Sign me up!

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

Address: \_\_\_\_\_

CSZ: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

### Gallery Assistants:

- Coordinate incoming/outgoing artwork
- Placing     Hanging     Removing

### Monthly Receptions:

- Provide a finger food
- Beverage Host
- Hostess/Maintain Serving Table
- Music

### Office volunteer:

- Help with mailings     Newsletter
- Greeter/sales     Answer Phones
- Data Entry     Internet research

### Satie's Ladies and the Holiday Committee:

- I would like to join the committee

### Satie's Gift Shop:

- Dusting & Rearranging once a week or so

### Landscaping:

- Mowing     Weeding
- Planting     Pruning/trimming

### Building Maintenance:

- Minor repair work     Painting

### Artists-In-Schools Program

- Managing contracts     Ushering
- Breakfast for performers

### Sculpture Celebration:

- Registration     Flowers, pick/provide
- Food Vendors     Serving
- Set up tables     Take down/clean up

### Adopt-A-Sculpture

- Please send me a list of sculptures available for adoption.

### Other ways you can help:

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Place  
Stamp  
Here

Caldwell Arts Council  
PO Box 1613  
Lenoir NC 28645



The Caldwell Arts Council  
PO Box 1613  
Lenoir NC 28645  
Phone: 828-754-2486  
Fax: 828-754-2440  
E-mail: [volunteer@caldwellarts.com](mailto:volunteer@caldwellarts.com)



## Volunteer at The Caldwell Arts Council

Plant the Arts.  
Grow a Mind.

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PO Box 1613  
Lenoir NC 28645

Phone: 828-754-2486  
Fax: 828-754-2440  
E-mail: [volunteer@caldwellarts.com](mailto:volunteer@caldwellarts.com)