



JOB DESCRIPTION

ArtSea Gallery in Tulista Park – Reception Desk Volunteer
ArtSea Community Arts Council
9656 Fifth Street, Sidney BC
250.656.7400
volunteer@artsea.ca

The ArtSea Gallery in Tulista Park is a major attraction for residents and tourists visiting the Saanich Peninsula. Open 7 days a week from 10:00 am to 4:00 pm, it hosts ArtSea member shows and community events. Situated along the beautiful waterfront pathway in Sidney, as many as 100 art supporters visit daily.

Volunteer Position: Reception Desk Volunteer
Shift: 1 day a week for 3 hours – 10:00 am to 1:00 pm or 1:00 pm to 4:00 pm
Sunday to Saturday
Reporting to: Patty Wilson, Board of Directors – ArtSea Gallery in Tulista Park
with support from Office & Gallery Coordinator – Brenda Milne

Summary of Role:

The Reception Desk Volunteer welcomes residents and tourists to the Gallery, handing out information and answering questions/inquiries.

Key Activities:

- Sitting at the Reception Desk and also walking around the Gallery, the Reception Desk Volunteer supports ArtSea member artists renting the Gallery by answering questions/inquiries about ArtSea and its events to residents and tourists, handing out brochures and rack cards. Key events include:
 - Sidney Fine Art Show
 - ArtSea Studio Tour
 - Salish Sea Lantern Festival
 - BC Boat Show Plein Air
 - Sidney Seaside Sculpture Walk
- The Volunteer will also provide information about happenings with ArtSea member groups and community events.
- The Volunteer responds to requests for membership and volunteering, collecting application forms and processing payments.
- If the Office & Gallery Coordinator is not available, the Volunteer will answer the telephone.
- Administrative tasks may also be assigned – filing, stuffing envelopes, etc.

Attributes and Skills Needed for This Role:

- Dependable.
- Enjoys meeting the public and engaging with artists – personable and supportive.
- Able to work independently, problem solve.
- Computer skills an asset.

ArtSea Community Arts Council invites you to get involved in some of the exciting arts and cultural events happening on the Saanich Peninsula.

ArtSea is fuelled by the energy of our dedicated volunteers. Our volunteers get the chance to work with the arts professionals making the shows happen, greeting visitors at the ArtSea Gallery in Tulista Park and being part of the behind-the-scenes organization and planning of our Society.

ArtSea volunteers gain valuable experience in a wide variety of areas, building their resumes and increasing their references that will open doors to work opportunities down the road. Volunteers meet other volunteers and professionals who – like themselves – love visual art, music, dance or literature. **Sign up today!**



VOLUNTEER GUIDELINES AND CODE OF CONDUCT

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Volunteer Guidelines

- ArtSea is a volunteer-run organization that works to ignite interest and appreciation for all forms of the arts and cultural activities on the Saanich Peninsula. Activities are open to the entire community, welcoming artists at all levels, from emerging to professional artists, arts and culture groups, students and community members curious about the arts.
- The Board of the ArtSea Community Arts Council recognizes the valuable role volunteers have had in its history and will play in its future. The Board ensures that there are fair, consistent and equitable procedures pertaining to volunteer practices and performance.
- Volunteers are individuals who, without expectation of payment, contribute time and service to the ArtSea Community Arts Council in the belief that their activity will be both beneficial to the community and satisfying to themselves. They are considered to be team members working alongside paid staff and other volunteers in fulfillment of ArtSea's mission.
- It is essential to the proper operation of this relationship that ArtSea and each volunteer understands and respects the needs and abilities of the other.

Code of Conduct

- ArtSea provides equal opportunities to all people in accordance with the BC Human Right Code www.bchrt.bc.ca. The best candidate for the volunteer opportunity will be selected - based on their skills and experiences and will be matched with the needs of the organization for the mutual benefit of both the volunteer and ArtSea.
- All volunteers must complete and sign the Volunteer Application Form.
- In the collection, use or disclosure of personal information, the ArtSea Community Arts Council follows the personal information and privacy rules set out in the *Personal Information Protection Act (PIPA)*. www.oipc.bc.ca
- To support and enrich a healthy workplace culture ArtSea will foster an open, respectful, positive and team-based work environment for all employees, volunteers and artists.
- All volunteers are expected to dress in a manner appropriate for their tasks and work environment.
- A volunteer is expected to meet high standards of professional and personal conduct in all activities related to their role and in all dealings with artists and the public. The conduct of a volunteer must not bring ArtSea into disrepute.
- ArtSea constantly strives to maintain a safe work environment and to protect employees, volunteers and visitors from accidents at events and at the ArtSea Gallery in Tulista Park. ArtSea, its Board of Directors, employees or volunteers cannot be held liable for any loss, damage or injury that may occur. All health or safety issues must be reported in writing directly to the Board of Directors.
- ArtSea wants all of its volunteers to be successful in their roles and is committed to providing constructive support to ensure their success. In the event that a volunteer does not adhere to the policies and procedures of ArtSea, or fails to perform their volunteer assignment, the relationship between ArtSea and the volunteer will end.

**PLEASE ENSURE A PAPER COPY OF THESE VOLUNTEER GUIDELINES ARE GIVEN TO ALL INDIVIDUALS
COMPLETING A VOLUNTEER APPLICATION FORM.**