

VOLUNTEER OPPORTUNITIES AT THE CUYAHOGA VALLEY ART CENTER

The Cuyahoga Valley Art Center is proud to have a robust volunteer program that supports the mission of its organization. Our dedicated volunteers are a key component in the successful operations of our art center.

Volunteers serve as an integral part of CVAC assisting with exhibitions, education and outreach, membership, visitor services, and special events. The volunteer program is a great way to get involved, meet new people, and learn about the arts community.

Why Volunteer at CVAC?

- Be an ambassador for over 2,500 students and exhibitors by building personal connections and fostering community
- Learn about the exhibition process directly for the Exhibition staff
- Meet people who share an interest in art and education
- Every hour worked earns volunteers a \$2 credit towards the cost of a class or workshop

Cuyahoga Valley Art Center offers many opportunities for individuals, families, groups, and organizations to volunteer at CVAC:

CHOOSE YOUR VOLUNTEER PATH

- Program Volunteer – Fine Art Workshop Moderator
- Program Volunteer – Alcohol Ink Workshop Moderator
- Exhibition Volunteer – Exhibition Intake Support
- Exhibition Volunteer - Artist Reception
- Administrative Volunteer – Bulk Mailing
- Administrative Volunteer – General Support



CVAC Volunteer Application Link

Weblink to Online Application: <https://forms.gle/VXnu4a3WZX8xdDVY7>

To find out more about how you can become a member of our growing volunteer family please contact us at 330-928-8092 or office@cvaltcenter.org. Volunteer Applications are also available for pick-up at our front desk.

Once the application is complete, you will be added to the email/call list. Emails will go out with potential volunteer opportunities; phone calls will be made if that is a preferred method of contact.

Program Volunteer – Fine Art, Workshop Moderator

Location: Cuyahoga Valley Art Center

Key Responsibilities:

- Support the overall organizational functions of the workshop alongside the instructor
- Open and close the building each day of the workshop
- Assist with the set-up before and clean-up after the workshop each day
- Assist the workshop instructor with taking attendance and provide additional support during the workshop as needed
- Connect and engage with participants
- Manage lunch orders for participants as needed

Length of Appointment:

- The expectation is that volunteers will commit to at least three Fine Art Workshops annually

Time Commitment:

- Opportunities offered to work both the Friday & Saturday shifts
- Volunteer arrives one hour before the start of the workshop to open up the building, then closes up building after the last student leaves
- Additional hours may be requested before the start of the workshop for Instructor set-up
- The expectation is that volunteers will commit to at least three Fine Art Workshops annually

Special Requirements:

- Must be able to follow instructions; must have transportation to CVAC; must comply with CVAC's Zero Tolerance Policy; must be willing to meet new people and have fun!

Program Volunteer – Alcohol Ink, Workshop Moderator

Location: Cuyahoga Valley Art Center

Key Responsibilities:

- Support the overall organizational functions of the workshop alongside the instructor
- Assist with the set-up before and clean-up after the workshop
- Assist the workshop instructor with taking attendance and provide additional support during the workshop as needed
- Connect and engage with participants
- Manage workshop supplies: keep inventory organized and prepped for each workshop. Submit supply orders as needed.

Length of Appointment:

- The expectation is that volunteers will commit to each workshop monthly as scheduled on an annual basis

Time Commitment:

- Opportunities are offered on Saturday's 5:45- 9:00 PM
- Flexible Scheduling - Available for supply cleaning, organizing, and for the submission
- The expectation is that volunteers will commit to each workshop as scheduled on an annual basis

Special Requirements:

- Must be able to follow instructions; must have transportation to CVAC; must comply with CVAC's Zero Tolerance Policy; must be willing to meet new people and have fun!



Exhibition Volunteer - Artist Reception

Location: Cuyahoga Valley Art Center

Key Responsibilities:

- Support the overall organizational functions of the Exhibition department and its staff during Artist Receptions
- Connect and engage with visitors and participants
- Assist the Exhibition Department and its staff in any of the following tasks: event set-up, food/drink support, visitor greeting & attendance, counting People's Choice votes, event set-up & take-down

Length of Appointment:

- The expectation is that volunteers will commit to at least two of the seven available shifts annually

Time Commitment:

- Opportunities are offered on Fridays 4:00-8:00 PM
- Additional hours may be requested before or after the shift
- The expectation is that volunteers will commit to at least two of the seven available shifts annually

Special Requirements:

- Must be able to follow instructions; must have transportation to CVAC; must comply with CVAC's Zero Tolerance Policy; must be willing to meet new people and have fun!

Exhibition Volunteer – Exhibition Intake Support

Location: Cuyahoga Valley Art Center

Key Responsibilities:

- Support the overall administrative functions of the Exhibition department and its staff
- Help process participants' payments and manage document retention
- Connect and engage with visitors and participants
- Assist in the handling and organizing of submitted artwork with care alongside the Exhibition Department and its staff

Length of Appointment:

- The expectation is that volunteers will commit to at least two of the fourteen available shifts annually

Time Commitment:

- Opportunities are offered on Friday's 9:45-3:15 PM & Saturday's 9:45-2:15 PM
- Additional hours may be requested on Saturday or Monday (for phone calls)
- The expectation is that volunteers will commit to at least two of the fourteen available shifts annually

Special Requirements:

- Must be able to follow instructions; must have transportation to CVAC; must comply with CVAC's Zero Tolerance Policy; must be willing to meet new people and have fun!

Administrative Volunteer – Bulk Mailing

Location: Cuyahoga Valley Art Center

Key Responsibilities:

- Support the preparation of bulk mailings
- Help process mailing by assisting with folding letters, stuffing envelopes, labeling/stamping envelopes

Length of Appointment:

- The expectation is that volunteers will commit to at least three of the ten available shifts annually

Time Commitment:

- 4 hours shifts, morning or afternoon depending on schedule. Bulking mailings are prepared monthly.

Special Requirements:

- Must be able to follow instructions; must have transportation to CVAC; must comply with CVAC's Zero Tolerance Policy; must be willing to meet new people and have fun!

Administrative Volunteer – General Support

Location: Cuyahoga Valley Art Center

Key Responsibilities:

- These volunteers may assist at our Front Desk when staff is ill or out of town.
- These volunteers may help the staff with day-to-day activities that support CVAC's overarching mission. These volunteers may have skills in the following areas: customer service, event management, fundraising/grant writing, graphic design/website, legal, marketing/advertising, office/computer skills, PC systems/IT, public speaking, and team building.

Length of Appointment:

- The length of the appointment will be dependent upon the volunteers' skills and the type of support offered

Time Commitment:

- Time commitment will be dependent upon volunteers' skills and the type of support offered

Special Requirements:

- Must be able to follow instructions; must have transportation to CVAC; must comply with CVAC's Zero Tolerance Policy; must be willing to meet new people and have fun!

VOLUNTEER APPLICATION FORM

First & Last Name: _____

Preferred Email: _____

Phone Number: _____

Street Address: _____

City, State: _____

Are you at least 18 years of age? Yes No

What is your preferred method of communication? (check all that apply)

Phone Email Phone & Email

In case of an emergency, who should we contact? *Please list the contact's name, relationship to you, and phone number*

Name: _____

Relationship To You: _____

Phone Number: _____

Current Job and/or Place of Employment: *Note: Applicants are not required to answer this question*

Previous Employment and/or types of jobs held: *Note: Applicants are not required to answer this question.*

Are you retired? *Note: Applicants are not required to answer this question*

Yes No Other: _____

What, if any, previous volunteer experience do you have?

(Turn over to complete form)

Select the areas you would like to volunteer in/for: *Note: Please see the ‘Volunteer Opportunities’ document for the full description of volunteer opportunities*

- Program Volunteer – Fine Art, Workshop Moderator
- Program Volunteer – Alcohol Ink, Workshop Moderator
- Exhibition Volunteer - Artist Reception
- Exhibition Volunteer – Artwork Submission Support
- Administrative Volunteer – Bulk Mailing
- Administrative Volunteer – General Support
- Other: _____

How much time could you commit to volunteering at CVAC? *Note: Are you looking to volunteer a few hours a week/month? Are you looking to help out with specific projects?*

- I am looking to dedicate a few hours a week to volunteering
- I am looking to dedicate a few hours a month to volunteering
- I am looking to help out with specific projects or events as needed
- I have pretty open availability
- I can potentially help out in a pinch with short notice
- I have a unique talent/skill that I would like to bring to CVAC
- I am interested in internship opportunities
- Other: _____

How did you hear about our volunteer opportunities?

- CVAC Website
- CVAC Weekly Email Communications
- CVAC Social Media
- Word of Mouth
- Other: _____

Is there anything else you would like to share with us as we review your volunteer application?
