



## **Available Volunteer Roles:**

### **STUDIO ASSISTANT**

#### **Description:**

Volunteer works under the supervision of the *Studio Facilitator* to:

- Encourage and facilitate teamwork among studio artists.
- Assist each artist in organizing his/her production materials and basic studio housekeeping.
- Assist artists with contacts for tours, visits, and project related research.
- Assist individual artists with portfolio development, journal reflections, digital images, work samples.
- Provide technical support for artists as they request.
- Maintaining and monitoring Artbeat Studio's library resources.
- Prepare display walls, hanging, labelling, press releases, postcards, and assisting during exhibitions.

#### **Special Qualifications:**

- A deep sensitivity to the challenges that the artists may face as mental health consumers. Maintaining a nurturing environment that enables the creativity of the resident artists to flourish.
- An appreciation of a variety of art forms and the creative process.
- A desire to build relationships with artists recovering their mental health.
- Technical skills in a particular medium that is accommodated by Artbeat is desirable (e.g. pottery, painting, music, performance).

#### **Training Program:**

- Specific training will be provided including basic standard First Aid training, related occupational health and safety, studio emergency procedures and protocol, conflict resolution, and other as required)

### **RECEPTION / ADMINISTRATIVE ASSISTANT**

#### **Description:**

Volunteer works under the supervision of the *Executive Director* to provide administrative and clerical support, including such tasks as:

- Attend to building security, including monitoring entry and secured spaces.
- Enforce confidentiality and safety policies.

- Answer telephone; assemble large mailings, photocopy, filing, record keeping, accounting and billing, staffing registration tables at volunteer training, phone calling, computer data entry, client's special projects.
- Communicate with staff/clients/visitors about appointments, programs, etc.
- Provide information about Artbeat Studio services and referrals to callers/visitors.

**Special Qualifications:**

- A deep sensitivity to the challenges that the artists may face as mental health consumers. Maintaining a nurturing environment that enables the creativity of the resident artists to flourish.
- A desire to build relationships with artists recovering their mental health.
- Excellent interpersonal skills; ability to handle multiple telephone lines / tasks.
- Ability to execute security, safety and emergency procedures, acting independently during certain shifts.
- Bilingual skills, especially French, are very desirable.

**Training Program:**

- Specific training will be provided: Studio specific ICT, basic standard first aid, conflict resolution, studio emergency procedures and protocol, and other as required.

**EVENT ASSISTANT**

**Description:**

Volunteer works under the supervision of the *Studio Facilitator* and *Executive Director* leading up to and / or during a special event (i.e. Bi-Annual Group Art Exhibition). Tasks may include:

- Greeting public and patrons at front entranceway
- Food and beverage management
- Art sales and related clerical duties
- Managing cash donations and related clerical duties
- Providing music for special events
- Providing site maintenance and clean up duties

**Special Qualifications:**

- A deep sensitivity to the challenges that the artists may face as mental health consumers. Maintaining a nurturing environment that enables the creativity of the resident artists to flourish.
- A desire to build relationships with artists recovering their mental health.
- Excellent skills in a specific area as outlined above (i.e. experience in sales)
- Excellent people skills; ability to handle multiple tasks
- Ability to execute security, safety and emergency procedures, acting independently during certain shifts.

**Training Program:**

- Specific training will be provided: Studio specific ICT, basic standard first aid, conflict resolution, studio emergency procedures and protocol, and other as required.

## **SITE MAINTENANCE**

### **Description:**

Volunteer works under the supervision of the *Studio Facilitator* and *Executive Director*, with tasks including:

- General housekeeping and cleaning duties
- Security checks (i.e. during public events such as an exhibition opening)
- Gallery wall preparation
- General site preparation for special events

### **Special Qualifications:**

- A deep sensitivity to the challenges that the artists may face as mental health consumers. Maintaining a nurturing environment that enables the creativity of the resident artists to flourish.
- A desire to build relationships with artists recovering their mental health.
- Strong skills with cleaning and site maintenance tools and supplies
- Ability to work independently and handle multiple tasks
- Ability to execute security, safety and emergency procedures, acting independently during certain shifts.

### **Training Program:**

- Specific training will be provided including basic standard First Aid training, use of certain specialized maintenance tools and supplies, conflict resolution, studio emergency procedures and protocol, and other as required.

## **TRANSPORTATION ASSISTANT**

### **Description:**

Volunteer works under the supervision of the *Studio Facilitator* and *Executive Director*, with tasks including:

- **(A)** Assisting Artbeat Studio operations by volunteering to drive persons and / or supplies to and / or from the Studio site to various Artbeat Studio related events, engagements, or other errands
- **(B)** Assisting Artbeat Studio in individual mental health emergency situations (i.e. transporting individuals to appropriate emergency services, offering support services, etc)

### **Special Qualifications:**

- Access to a safe, fully-registered, personal vehicle
- Valid Manitoba Driver's License
- A deep sensitivity to the challenges that the artists may face as mental health consumers. Maintaining a nurturing environment that enables the creativity of the resident artists to flourish.
- A desire to build relationships with artists recovering their mental health.
- Training in Health Care services and conflict resolution strongly recommended (B)
- Ability to execute security, safety and emergency procedures, acting independently

**Training Program:**

- Specific training will be provided: basic standard first aid, conflict resolution, studio emergency procedures and protocol, and other as required.

**INFORMATION COMMUNICATION TECHNOLOGY (ICT)****Description:**

Volunteer works under the supervision of the *Studio Facilitator* and *Executive Director*, with technical-based tasks including:

- Computer-based tasks such as digital document preparation, file printing, data-entry
- Maintenance, repair, and operational instructing of Artbeat Studio's technological infrastructure (including network / server backup systems, PCs, photocopier, printers, fax, telephones)
- Maintenance and upkeep of internet resources (e-mail management, website maintenance, management of Web Log newsletter)
- Assistance with digital production of Artbeat Annual publication
- Software specific tasks necessary for functioning of Artbeat Studio operations (including spreadsheet preparation, graphic design and promotional material preparation, technical report preparation, etc)

**Special Qualifications:**

- A deep sensitivity to the challenges that the artists may face as mental health consumers. Maintaining a nurturing environment that enables the creativity of the resident artists to flourish.
- A desire to build relationships with artists recovering their mental health.
- Exceptional technical skills with electronic and computer based applications
- Extensive experience and facility with Windows XP and software including Microsoft Office, Adobe Acrobat, Adobe Photoshop, and other database management software
- Exceptional writing and language skills
- Experience with graphic design, digital printing and publishing industry is desirable
- Ability to work independently and handle multiple tasks
- Ability to execute security, safety and emergency procedures, acting independently during certain shifts.

**Training Program:**

- Specific training will be provided: Giftworks software, basic standard first aid, conflict resolution, studio emergency procedures and protocol, and other as required.