

SALMON RIVER FINE ARTS CENTER

Volunteers: Gallery Sitting Tasks and Procedures

Gallery sitting is a key volunteer position at the Fine Arts Center. We provide ample training for gallery sitters, and to ensure you feel comfortable in this position, we also provide an extensive handbook for reference. We encourage two volunteers to work a shift and try to pair new volunteers with seasoned volunteers to further enhance training.

Here are some of the tasks undertaken by gallery sitters. Our volunteer handbook provides ample checklists as well as some tips and scripts for these tasks.

Open and close the gallery.

Welcome visitors to the gallery and provide helpful information regarding the current exhibition; artists; and upcoming shows, classes and workshops.

Accept payment for art sales, membership dues, show fees and class payments.

Receive artwork from and release artwork to artists.

Perform general organizing and cleaning tasks as needed.