

# SALMON RIVER FINE ARTS CENTER

## Volunteers: General Tasks

We have a running "To Do" list and need volunteers for a variety of tasks throughout the year. These can be one-time occasional tasks for a specific event or it could be something done on a routine basis, depending on the time and level of commitment you would like to provide the art center. Here are some of our "help needed" tasks. We would love you to be an active part of our volunteer community.

### **Hang and display artwork in gallery.**

- Help hang new shows and dismantle past shows.
- Create labels for artwork.
- Create interpretive materials and display signs for artwork.
- Create seasonal window displays.
- Contact artist if work has not been picked up.

### **Curate artwork.**

- Manage the appropriate storage of artwork and the permanent collection.
- Record and catalog all work.

### **Manage the FAC library.**

- Help organize and inventory art books, videos, and cds for the center (these are to be used at the center only –no outside loans).

### **Manage FAC history.**

- Browse and clip or print news articles related to the art center and put in binders. Update our history and timeline in google docs.

### **Write notes of appreciation.**

- Write hand-written notes of appreciation and thanks to donors and special visiting artists.

### **Join the hospitality team.**

- Bake goodies for exhibits.
- Set up the refreshment table.
- Help with purchasing beverages and paper supplies for event.
- Help clean up after exhibits.

**Work on facility and maintenance.**

Decorate the center for holidays.

Fix and repair minor problems.

Help with occasional construction projects.

Help maintain front entryway windows and exterior.

Help with general housekeeping tasks.