

## Current Volunteer Opportunities

### The Gallery Support

During all open hours, volunteers support The Gallery staff and help on the sales floor. The Gallery is an extension of the Museum, committed to providing access to exceptional examples of contemporary craft that are available for purchase. The Museum is a non-profit organization and The Gallery is a very important source of earned income for the organization. Volunteers in The Gallery greet visitors, assist with sales, help maintain The Gallery's appearance and inventory, and various other tasks.

DAYS: Tuesday - Sunday

HOURS: Minimum 3 month commitment of two shifts per month; shifts: 12:00 am-4:00 pm daily and 4:30-8pm Thursdays only. Additional shifts times occur during the holiday season and for special events.

### Front Desk/Exhibition Gallery Attendant

With the support of Museum employees, volunteers staff the front desk of the Museum to greet and assist visitors, and patrol and monitor the Museum galleries in order to maintain a safe and secure environment.

DAYS: Tuesday - Sunday

HOURS: Minimum 3 month commitment of two shifts per month; shifts: 11am-2:30pm and 2:30pm-6pm daily, and 4:30-8pm Thursdays only.

### Administrative Support

The Development Department and other administrative departments of Museum of Contemporary Craft rely on volunteers for a number of varied tasks and projects. Volunteers have always served an important role in all areas of the Museum's operations and administration, and this role becomes even more important as the organization positions itself as a leader in the cultural community and craft world. Administrative Support Volunteers assist behind the scenes in the Development and Communications departments, and with other administrative departments for various tasks and projects.

DAYS: Monday - Friday

HOURS: Minimum 3 month commitment of one 4-hour shift per week (flexible)

### Special Events Support

Special Museum events such as Members' Exhibition Previews, receptions, dinners, fairs, fundraisers, etc., require volunteer support in many facets. Special Events Support Volunteers assist with welcoming guests, event production, gallery monitoring, disseminating information to visitors, hosting, and other tasks, some heavy lifting may be required for some positions.

DAYS: Vary (A call for volunteers will be made at least one month prior to each event)

HOURS: Vary depending on nature and time of event, although the majority of events occur after 5 pm. Shifts are generally 4 hours

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# Museum of Contemporary Craft

## Education Programs and Activities Support

Museum of Contemporary Craft provides engaging art experiences for the community. Through dynamic educational programs we create relevance, understanding and connections to craft in a contemporary context. We believe that learning is a process of personally invested time and emotion that leads to new understandings. Education Programs and Activities Support Volunteers provide assistance in various aspects of select programs. Current programs that require volunteer support include:

### ***Artist Assistants***

Volunteers are needed to assist artists who are teaching hands-on education programs. Please note these roles require the ability to lift and move up to 30 lbs.

#### ***Artist Demonstrations***

DAYS: Every Saturday

Hours: 12:20-4:30

#### ***Family Discovery Sundays***

DAYS: last Sunday of each month

HOURS: 12:30 - 4:30pm

#### ***School's Out! / Craft's In! Camp***

DAYS: Vary (A call for volunteers will be made at least one month prior to each class)

HOURS: Shifts: 9am-12:30pm & 12:30-4pm

To volunteer contact Claire Patoine, 971.255.5524, [Claire@MuseumofContemporaryCraft.org](mailto:Claire@MuseumofContemporaryCraft.org)