

Volunteer Opportunities @ The Newark Arts Alliance

Email info@newarkartsalliance.org with interest or inquiries.

NEW:

Gallery Monitor Coordinator -

- Be in charge of scheduling our volunteer gallery monitors (who run the shop during open hours)
- Communicate with volunteers regarding any changes to the schedule
- Communicate with Executive Director and Administrative Assistant about the needs of gallery monitoring
- Approx 4-6 hrs/month
- 0% commission on work sold in the shop (Jan-Oct) OR a \$25 gift certificate for the shop for every month of completed gallery monitor coverage

General (4 hours/month makes you eligible for lowered NAA commission rate on your work sold in the Member's Gallery Shop)

Gallery Monitors -

- Staff the Member's Gallery Shop. Check out customers, answer questions, be an ambassador for the NAA. 4-hour shifts.
- Requirements: at least 6 months of steady involvement in the NAA
- Frequency: weekly, monthly or bi-monthly
- Bonus: extra 10% commission when selling your art

Distro Darlings - (no opportunities currently available - check back soon)

- Pick up flyers @ the NAA and drop them off at set locations around town
- Frequency: monthly

Tabling ambassadors & Art to Go -

- Community Day 9/21
- Down Syndrome Association 5k 10/18
- Host the NAA table at local events like fairs and festivals; lead an easy "Art to Go" craft for visitors
- Requirements: at least 6 months of steady involvement in the NAA
- Share about your love of the community arts with visitors and be an ambassador for the NAA's offerings
- Frequency: 4-5x/year

Mailing and filing support -

- Organizing and preparing mailings including folding letters, addressing envelopes, etc.

- Frequency: 1-2 hours monthly

Creative (4 hours/month makes you eligible for lowered NAA commission on your work sold in the Member's Gallery Shop)

Merchandise photographer -

- Visit shop monthly and take photos of merchandise in our gallery shop (including jewelry)
- Requirements: established photography skills/portfolio and all needed equipment
- Images will be credited and used in promotional materials

Event photographer -

- Visit our programs and events to take photographs (scheduled in advance with us)
- Requirements: establishes photography skills/portfolio and all needed equipment
- Images will be credited and used in promotional materials

Committees (Working on a committee does not make you eligible for lowered NAA commission on your work sold in the Member's Gallery Shop)

Special Events - **member**

- Help plan and execute special events (fundraisers, parties, etc.).
- Requirements: none
- Frequency of meetings: event-specific, approx. monthly

Promotions - **member**

- Support promotional efforts including social media posting, consulting on newsletter content, etc.
- Frequency of meetings: monthly

Education Committee - **Class registrar assistant**

- Work directly with executive director on gathering information from our teachers for the upcoming semester
- Utilize form responses and collate info in a GoogleDoc; edit as needed
- Social media posts to promote classes
- Requirements: must have editing experience and be familiar with Google platforms

Shop Committee - **Social media assistant**

- Create social media posts to advertise the art in the shops
- Work with shop artists to connect and be able to tag them in posts
- Requirements: must have experience and active social media presence