

Please complete this application form if you are interested in becoming a volunteer with the RAG's *Public Programs*. This position varies in schedule and duties, and we request a minimum 6-month commitment to the Gallery, volunteering at various programs throughout the year. Programs include Exhibition Opening Receptions, Artist Talks, Curator Tours and Talks, Art Workshops, and various Community Events. Typical duties include preparing and serving food/drink, Gallery ambassador, assist with set-up/clean up, photographer, and assisting with art activities.

PERSONAL INFORMATION:

First Name: _____ Last Name: _____

Street Address: _____

City: _____ Postal Code: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Age (for statistical purposes only): Youth (14-18 yrs) Adult (19+) Senior (65+)

Languages Spoken: _____

Emergency Contact:

Name _____ Relationship _____

Home Phone: _____ Cell Phone: _____

Do you have any medical conditions that we should be aware of? (e.g. allergies requiring epi-pens or serious conditions requiring medication?)

No Yes (please explain) _____

References: *(Please provide us with two names we may contact, preferably not family or friends)*

Name: _____ Relationship: _____ Telephone: _____

Name: _____ Relationship: _____ Telephone: _____

Availability

This position requires a commitment of at least one 3-hour shift per month. Programs generally take place on weekend afternoons, Thursday evenings, and the occasional weekday morning. Please indicate all the days/times you are available.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Mornings							
Afternoons							
Evenings							

I am interested in: Monthly Commitment Occasional Placement Other _____

Education:

	Name of School, University or Institution	Course of Study or Faculty	Highest Level Completed
Secondary			
Post-Secondary			
Post-Secondary			
Post-Secondary			

Current Employment Status:

- Full-Time
 Part-Time
 Retired
 Student
 Unemployed

Employment History:

Employer	Job Title	From	To	Reason for Leaving

Volunteer Experience:

Organization	Your Role	From	To	Reason for Leaving

Additional Qualifications: (check as many that apply)

- First Aid
 Serving It Right
 Food Safe
 Photography Experience
 Public Speaking
 Other Skills _____

Interest

Why are you interested in volunteering at the Richmond Art Gallery?

Have you had the opportunity to work with the public? If yes, please provide more details.

Are there any specific roles/tasks for this position that you are particularly interested in?

- Assisting with event set-up, including food/drink preparation
 Photographer
 Bartender at events
 Greeting/welcoming guests
 Assisting at Talks/Tours
 Assisting at Workshops/Art Activities

Why are you interested in volunteering at this time?

How did you find out about this volunteer opportunity?

Please Note: Personal information contained on this form is collected under the Freedom of Information and Protection of Privacy Act. It is maintained and will be utilized only for the sole purpose of carrying out voluntary services for the Richmond Art Gallery.

Conditions of Application

I AGREE that the information I have provided is correct to the best of my knowledge and I understand that any misrepresentation will be just cause for rejection of this application or termination from the RAG Volunteer Program.

I hereby consent and authorize the RAG to obtain information from my personal references and that no act of libel or damages shall be instigated by me against same by the release of such information.

I AGREE as a Richmond Art Gallery Volunteer, I am committed to supporting the Richmond Art Gallery mission to promote dialogue around contemporary art. I understand that prior to commencing my volunteer activity at the Richmond Art Gallery I will complete all required documentation for new volunteers.

Submission of Application

Please submit this application by email to: ktycholis@richmond.ca, or drop off at the Richmond Art Gallery in an envelope marked ATTN: Kathy Tycholis.

If selected, a representative of the RAG will contact you to arrange a mutually convenient time when you can come to the Gallery for an interview. While we try to place every applicant, we reserve the right to select applicants according to our needs and criteria.

Thank you for your interest in volunteering with the Richmond Art Gallery.