



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 and Tours, Art-Making Workshops, and various community events or exhibitions. The gallery also hosts online events, and needs assistance with caption editing for video or monitoring live-streamed events. Typical duties include preparing and serving food/drink; assisting with set-up/clean up of equipment, art materials, and furniture; greeting visitors; monitoring event registration; event photography; database entry; and assisting visitors of all ages with art activities or tours.

PERSONAL INFORMATION:

First Name: _____ Last Name: _____

Street Address: _____

City: _____ Postal Code: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Age (for statistical purposes only): Adult (18+) Senior (65+)

Languages Spoken: _____

Emergency Contact:

Name _____ Relationship _____

Home Phone: _____ Cell Phone: _____

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

Name: _____ Relationship: _____ Telephone: _____

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Availability

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

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Mornings							
Afternoons							

I am interested in: Monthly Commitment Occasional Placement Weekly Commitment
 Other (provide details) _____

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 Full-Time 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 MS Office Experience Photography Skills Public Speaking
 Other Skills _____

Interests

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 and set-up of equipment or furniture
- Event Photographer Bartender at events Greeting/welcoming guests Assisting at Talks/Tours
- Assisting at Hands-on Workshops/Art Activities Artist or email database entry

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!