



Volunteer Position Description

Gallery Assistant Take Down Volunteer

Reports to: Gallery Manager

Days: 9 per year selected dates

Volunteer Position Summary

Gallery Take Down Volunteers assist the Gallery Manager to remove artwork at the completion of a gallery showing.

Summary of Volunteer Responsibilities

- Under the direction of the Gallery Manager, remove artwork
- Pack artwork in boxes for shipping
- Move plinths (a heavy base supporting an object) and take down displays
- Fill holes in walls and paint touch ups as needed
- Wash small areas of the walls
- Coordinate arriving artwork for new exhibition

Skills and Abilities Required

- Ability to carry heavy objects
- Comfortable working on ladders
- Physically able to stand for long periods of time
- Ability to take direction and work as a team
- An appreciation of the arts is an asset

Time Commitment

- Dates to be supplied, 9:30 am start 2 to 4 hour shifts

Additional Information

- Screening interview
- Must successfully complete a Criminal Record Check (To be processed after the interview), an Emergency Contact form, a Letter of Agreement and a Respectful Workplace Policy.
- Youth between the ages 14 – 18, complete and submit a Parent/Guardian Consent form.
- A minimum requirement of 30 hours of volunteering for completion of paperwork (reference letters, school documents etc.)
- On the job training provided.

For questions or information please contact:

Sandy Palmer 604.931.2008 x 111 / VolunteerCoord@pomoarts.ca