



Volunteer Opportunities

All volunteers should act as goodwill ambassadors of the Arts Council, promoting the Council in public spaces and sharing information about upcoming classes, events, and offerings.

Studio

Wash Studio Aprons & Towels

Help us keep our studio tidy with fresh towels and aprons at the ready for our classes and studio members. Tri-County Arts Council will provide baskets, laundry detergent, and cash for volunteers to launder towels and aprons at a local laundromat.

Bi-weekly or Monthly

Studio Monitor

Help to keep our studio space open and available to our members! Studio monitors help to staff 'open studio' hours after regularly scheduled business hours. Volunteers should be skilled and confident users of the pottery wheel or be willing to learn how to answer general studio member inquiries regarding glazes, kiln, and wheels. Monitors should have a basic knowledge of different kinds of art mediums and be able to answer member questions. Must be willing to learn how to use the point of sale system and comfortable handling money to cash out members wishing to purchase supplies (clay, canvas, paper, etc).

Flexible to your schedule, an ongoing need

Knowledge about arts and pottery preferred

Kids School Break Camps

Get your hands dirty, helping us with upcoming kids classes! Aide the Exhibitions and Education Coordinator in preparing and acting as support for our kids school break studio classes. A fun way to spend a morning, helping kids realize their artistic potential.

February, April, and July break offerings, typically 9-12 daily for a week

Knowledge about arts and pottery preferred

Volunteers must enjoy working with children

Class Prep

Get your hands dirty, helping us to prepare for upcoming classes! Aide the Exhibitions and Education Coordinator preparing for our studio classes and workshops by creating templates and examples to be shared in class as models for instruction. In addition, we'll call on you to help set up stations and/or put out supplies prior to the offered class. The Tri-County Arts Council will provide all the supplies necessary to create each template. You bring the skill and talent! Confidence in being able to follow provided instruction and replicate models is key.

Flexible to your schedule, an ongoing need

Knowledge about arts and pottery preferred

Wedge & Reclaim Clay

We try and reused as much clay as possible. To do this, wet and slippery clay must be dried on a plaster bat and either be put through the pugmill or be wedged by hand. Wedging is similar to kneading dough, it makes the clay a uniform consistency and works out any extra water. The pugmill works similar to wedging but it's faster and you can do more clay at one time. Brown clay can be placed through the pugmill, weighed out to 25lbs and bagged. White clay must be wedged by hand, weighed out to 25lbs and bagged. This allows it to be used again by both our members and our students.

Flexible to your schedule, ongoing need

Knowledge or willingness to learn to run a pugmill preferred

Administrative

Shredding

We tend to have piles of confidential paperwork pile up! We need your help to shred these documents. Tri-County Arts Council will provide the shredder and bags for disposal.

Flexible to your schedule, an ongoing need

Archiving News Articles

Help us keep track of our stories in the news. We need a volunteer to read through local papers and cut out stories, articles, events, and advertising related to the Tri-County Arts Council.

Those stories will need to be archived in a binder for future reference. Tri-County Arts Council will provide the binders, scissors, and newspapers.

Flexible to your schedule, an ongoing need

Can help remotely!

Return Labels

We're looking for a volunteer to help us stick address labels on envelopes. We like to keep a stock of #10 business envelopes on hand with our return address for quick correspondence with members. Tri-County Arts Council will provide pre-printed address labels and envelopes.

Flexible to your schedule, an ongoing need

Can help remotely!

Distributing Marketing Materials

We're looking for a volunteer to help distribute flyers, postcards, paper newsletters, and other marketing materials throughout the community. We'll provide you with a list of locations, marketing materials, tape/tacks, etc.

Flexible to your schedule, an ongoing need

Driver's license preferred

Recycling

We're looking for a volunteer to help us take our recycling to the dump. Paper shreadings, paper recycling, and plasticware from gallery openings can all be taken and recycled at the dump.

Tri-County Arts Council will provide recycling and cover any fees associated with transfer station drop off.

Flexible to your schedule, an ongoing need

Driver's license preferred

Artisan Market

Dusting Shelves

While we have a contracted cleaning staff, we still need a dusting up from time to time. We are looking for a volunteer to help keep the Artisan Market and perimeter of the gallery dust free. Tri-County Arts Council will provide dusting materials.

Flexible to your schedule, an ongoing need

Folding Class Brochures

We have new class offerings at the Arts Council regularly. We always have printed class brochures available for the public to take with them. We need a volunteer to fold printed brochures and other pamphlets as needed.

Flexible to your schedule, an ongoing need

Can help remotely!

Artist Recruitment

Help us to identify new talent to be showcased in our regional Artisan Market. We need your help in making connections with artists in our community by attending local craft shows and art fairs. If you see something that is both unique, beautiful, and eye catching, snap a photo, and take a business card. Send that information on to a member of the Tri-County Arts Council staff and we'll do the rest!

Flexible to your schedule, an ongoing need

Can work remotely!

Updating Displays

Do you have an eye for design and retail space management? We could use your help in redesigning our Artisan Market retail space, making it fresh and engaging. Rotate our stock and help us reimagine our current displays to highlight new products and pieces.

Bi-Monthly or Quarterly

Front Desk Coverage

We're looking for help staffing our front desk. Volunteers should be knowledgeable about the Tri-County Arts Council, have good communication skills, and be comfortable with money and learning to use a point of sale system. You'll be responsible for greeting visitors, answering the phone, checking out customers, promoting membership and class offerings, and answering general inquiries.

Flexible to your schedule, an ongoing need

Weekend and evening availability preferred

Marketing & Development

Regional Events Calendar

We need your help to keep our regional events calendar up to date. We host a regional events calendar on our website that we hope to elevate in use for regional marketing and to be used widely by regional organizations. We receive many press releases and information via mail about upcoming area events and keeping the calendar full and accessible to many is our goal!

Flexible to your schedule, an ongoing need

Can help remotely!

Social Media Marketing

Help us to draft and schedule social media posts on our sites. Use prewritten text and images provided by Arts Council staff to be uploaded to Facebook and Instagram. Help to identify interesting news stories and online articles relating to the arts to be shared on social media.

Flexible to your schedule, an ongoing need

Can help remotely!

Donor Outreach

Help us to thank our donors. We are looking for help keeping in touch with our donors and members of the Arts Council by helping us hand write thank you notes to new and returning members, reach out via phone to thank donors for their support and to chat about their commitment to the area arts. Volunteers should have excellent written and verbal communication skills and legible handwriting.

Flexible to your schedule, an ongoing need

Can work remotely!

Events

Celebration of the Arts

Each Spring we celebrate the Arts and Culture of our Tri-County region, holding our largest fundraiser of the year. We need your help to make the event a success! Below are a list of volunteer needs related to this event:

- **Securing In-Kind Business Donations:** Use your fabulous communication skills and social networks to help us secure items to be used in our silent auction at the event. We're looking for in-kind donations including gift certificates, merchandise, and local unique experiences to help us raise money.
Flexible to your schedule, an ongoing need
Can help remotely!
- **Event Registration:** We need your help checking in attendees, providing seating information, handing out name tags to distinguished guests and board members, and collecting tickets. You'll be responsible for capturing attendance and conveying any last minute needs of attendees to TCAC and Woodside staff.
Day of Event
Friendly, welcoming, and conversational demeanor is required
- **Wine Pull Volunteers:** We need your help to man our Wine Pull table during our Celebration event cocktail hour. Volunteers will encourage wine pull sales, be responsible for handling money and make change, capturing buyer names and packaging up wine won for pick up at the end of the event.
Day of Event
Confidence handling cash and making change is required
- **Selling Raffle Tickets:** We need your help to sell raffle tickets the evening of the event. Tickets will be available for a handful of high end art pieces created by local artists. Volunteers will be stationed at a table as well as 'work the room' offering chances to win these valuable prizes before nights end.
Day of Event

Confidence handling cash and making change is required

Family Art Day

Each Spring and Fall we offer Free Family Art Days, sponsored by Fox Financial, to bring art and creativity to families in our community. We need your help with set-up and supervising and guiding children and families through fairly self-guided crafts.

Offered in Spring and Fall, generally from 12-5pm

Volunteers must enjoy working with children and families

Attend Decentralization (DEC) Grant Events

The Tri-County Arts Council receives grant funding from NYS Council on the Arts to provide regrant funding throughout the tri-county region. We provide funds for area arts organizations and artists for community based projects. We need your help to attend these fund local events throughout the Tri-County region and report back on the event. Tri-County Arts Council will provide a short survey and free admission to ticketed events.

Events ongoing throughout the year!

School Groups

The Tri-County Arts Council partners with local schools to provide curriculum based arts programming to align with in classroom projects and units being explored by students of all ages. We need volunteers to help as supervision and aid children in crafting their projects.

Schools groups visit throughout the year!

Volunteers must enjoy working with children

Gallery Internship

Are you looking for an opportunity to learn more about working on a small team in a gallery setting? We're looking for a motivated, self-reliant candidate who will help our Exhibitions and Education Coordinator with hanging and installing gallery exhibitions. Learning about framing and installing hardware. Helping with traditional and social media marketing efforts. Identifying new artists in our region to showcase in our galleries and helping at our all hands on deck private and public exhibition openings.

Schedule to be determined by you and Exhibitions and Education Coordinator

Education & Community Outreach Internship

Opportunity to network with local school districts (arts teachers, classroom teachers) and offer TCAC's services to school age children. Studio opportunities that implement current class curriculum. Artist gallery lectures (Q&As) on current gallery shows. Outreach to local senior centers about programming opportunities. Organizing business sponsor retreat/team building activities. Help with brainstorming and organizing BOCES extra-curricular arts enrichment classes.

Schedule to be determined by you and Exhibitions and Education Coordinator