

# The Council

Serving VMFA as Volunteers since 1955

## Council Volunteer Opportunities

### **Council Service to VMFA:**

#### **Visitor Services**

***Entrance Ambassadors (Ask Me Ambassadors)*** - Welcome and greet all visitors, answer questions, and introduce yourselves as volunteers on The Council. Promote joining The Council as volunteers when appropriate. When needed, assist with checking coats and backpacks.

***Atrium Ambassadors (Museum Ambassadors)*** - Assist visitors with finding desired galleries to visit, provide info about the Museum, assistance with technology and audio guides, and introduce yourselves as volunteers on The Council. Promote joining The Council as volunteers when appropriate. (Interview required)

***School Group Ambassadors (School Group Greeters)*** - Welcome students and educators, introduce them to their assigned Tour Guide, and/or direct them to galleries

***VMFA Event Ambassadors*** - Support special events for VMFA members and the public at the Museum. Greet attendees, take tickets. Introduce yourselves as members of The Council, volunteers for the Museum.

#### **Conservation & Collections**

***Gallery Care Assistants*** - Assist in caring for VMFA's permanent gallery exhibits during pre-opening hours of the Museum. (Interview required)

#### **Education**

***Youth & Family Program Assistants***- Assist with materials, art activities, and logistics for programs. (Interview required)

## **Floral Arranging**

***Hirschler Flower Atrium Display*** - Design and assemble a large floral arrangement for the Atrium once a week. (Interview required)

***Fleurs de Loo*** – Place new floral arrangements and remove older ones in designated museum public restrooms.

***Luncheon Centerpieces*** – Assist in floral arrangements for Council luncheon tables and other events.

## **Library of VMFA**

***Project Assistants*** - Staff the reference desk to answer basic questions and render assistance. There are also occasional opportunities to work on special projects with the librarians.

**VMFA Membership Calls Assistants** – Make courtesy and stewardship calls to new and renewing VMFA members on a weekly basis in The Council office in the Pauley Center. Introduce yourselves as members of The Council, volunteers for the Museum. Promote joining The Council when appropriate.

**Sculpture Garden Assistants** – Assist the VMFA staff horticulture team as needed on the outdoor campus of VMFA, planting, weeding, bed preparation, etc.

## **VMFA Shop**

***Sales Floor Assistants*** – Provide friendly customer service, merchandise knowledge, gift wrapping, restocking displays, and assistance with customer selections for purchasing. Introduce yourselves as members of The Council and share opportunities to join and volunteer for the Museum. Assist with Shop events. (Interview required)

## **Tour Guide Services**

***Gallery Tours*** - After being accepted by the museum into the Tour Guide Program, participating in months long education sessions, and passing the Gallery Tour practicum, Tour Guides provide gallery tours to walk-in museum visitors and school tours for elementary, middle, high school, and college groups on a twice a month calendar per Tour Guide. Docent/Tour Guides are also called upon to lead Reserved and VIP tours as scheduled by the museum, and to lead tours in support of Council activities, including Lecture Luncheons, MEP programs, New Member Orientation programs, New Member Recruitment programs, Book Chats, and other Council events.

## **Council Operations:**

### **Communications**

***Council Handbook/Directory*** - Assists with obtaining content, compiling, editing, and proofreading the membership directory and informational handbook for Council members. Works with printer on final publication and distribution.

***Writing/Editing*** - Volunteer as a writer, reporter or editor of *Council Connections*, The Council's online magazine of news and information about Council activities and upcoming events as well as news about VMFA.

***Photography*** - Amateur or professional photographer to photographically record activities and special events for *Council Connections* and/or for the Council historic archives.

### **Membership**

***Recruitment/Outreach*** - Enthusiastic group of Council members who develop and implement new member recruitment campaigns and events for the Council. Works with all Council members to recruit new members for the Council.

***Registration & Dues*** - Processes all incoming applications for Council membership. Invoices, collects and records Council membership dues. Maintains records of Council members' status and information. Works closely with New Member Recruitment and New Member Orientation Committees.

***New Member Welcome & Orientation*** – Plans and implements welcome event(s) for new Council members. Acts as hosts for the New Member events designed to meet, greet, and educate council members who have recently joined our organization.

### **Technology Services to The Council**

***Tech Team*** - Manage and support information technology tools used by The Council. Applications supported include Event Management, Membership, Website, Volunteer Logistics, Zoom and other Communication Services. Emphasis on working with other Council groups to support all phases of volunteer activities. (Interview required)

## **Council Membership Enrichment Programs:**

***Event & Trip Planning*** – Create, plan, and manage a variety of enrichment, learning and social opportunities for Council members. They include Connect & Learn programs at VMFA, Artistic Site Visits in town, Out of Town Day Trips, Lectures, Book Chats and other events.

**Fine Arts & Flowers 2024** – All members will be called on to participate and assist with a variety of activities to support The Council's signature fundraising event to benefit VMFA.

**For More Information about these Volunteer Opportunities, please contact the following:**

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