

## THE MUSE VOLUNTEER POSITION: NEWSLETTER FOLDER / ENVELOPE STUFFER

It isn't the most glamorous task, but it is an important one. The Muse is always looking for help with prepping our quarterly Newsletters to be sent out to our members. This is an excellent position for those that don't mind repetitive work and aren't prone to paper cuts! Help us spread the word of upcoming exhibitions, events, and programs by filling out a Volunteer Application Form today.

JOB TITLE	
Reporting	Shelby Smith, Art Centre Programmer
Time Commitment	<ul style="list-style-type: none"> <li>● 4 days per year (quarterly - typically January, April, July, and October)</li> </ul>
Position Requirements	<ul style="list-style-type: none"> <li>● Membership to The Muse</li> </ul>

TRAINING AND ORIENTATION
<p><b>Initial Training:</b> All Muse volunteers will be given a brief orientation and tour of the Lake of the Woods Museum and Douglas Family Art Centre.</p> <p><b>Trial Period:</b> All new volunteers will be on a probationary period for three months. At the end of the three months, their role will be reviewed by the Art Centre Programmer and The Muse Director, at which point, both parties will assess if the role is a good fit for both parties.</p>

POSITION RESPONSIBILITIES
<ul style="list-style-type: none"> <li>● Collate, fold, and stuff newsletters.</li> <li>● Stamp and seal envelopes</li> </ul>

POSITION QUALIFICATIONS
<ul style="list-style-type: none"> <li>● Willingness to do a routine, repetitive task.</li> </ul>

## BENEFITS

*As a member of The Muse:*

- Invitations to exhibition openings and other events, including exclusive “Members Only” events.
- Quarterly Museum / Art Centre Newsletter.
- Free or reduced admission to most exhibits and exhibitions.
- Member pricing on Muse programming.
- 10% discount on gift shop purchases.

*As a volunteer:*

- Volunteer hours and career-building experiences (for high-school students).
- Annual appreciation events.

## HOW TO APPLY:

Interested applicants can submit a completed Volunteer Application Form to Shelby Smith at the Douglas Family Art Centre at 224 Main St. S. Kenora, ON or via email at [ssmith@themusekenora.ca](mailto:ssmith@themusekenora.ca)

Copies of the Volunteer Application can be found at [www.themusekenora.ca/give-and-join/volunteering](http://www.themusekenora.ca/give-and-join/volunteering)