

THE MUSE VOLUNTEER POSITION: SPECIAL EVENTS

Throughout the year, the Lake of the Woods Museum and Douglas Family Art Centre play host to a variety of receptions and special events. The Muse often employs volunteers to help with the set-up and take-downs of these events. If you can do a bit of heavy lifting and know how to use an iron, this might be the perfect opportunity for you. Fill out a Volunteer Application Form indicating your interest, and we will give you a call when the occasion arises!

JOB TITLE	
Reporting	Shelby Smith, Art Centre Programmer
Time Commitment	<ul style="list-style-type: none"> ● Several hours at a time, when required throughout the year.
Position Requirements	<ul style="list-style-type: none"> ● Membership to The Muse

TRAINING AND ORIENTATION
<p>Initial Training: 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>Trial Period: 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"> ● Set up for receptions and special events ● Placing tables, chairs, etc.. ● Ironing tablecloths, putting out serving dishes, glasses, etc. ● Completing other tasks as required.

POSITION QUALIFICATIONS
<ul style="list-style-type: none"> ● Ability to lift and carry, push, pull, tote, and haul. ● Knowledge of how to use an iron.

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

Copies of the Volunteer Application can be found at www.themusekenora.ca/give-and-join/volunteering