

Gallery Sitter- Volunteer
The Latcham Gallery

Application Deadline: September 12, 2011

Number of positions: 4

Terms: Volunteer; minimum one half-day Saturday shift per month

Anticipated Start Date: September

The Latcham Gallery seeks a responsible and flexible individual to volunteer as a Gallery Sitter during gallery hours Saturdays.

The Gallery Sitter will be responsible for opening and/or closing the gallery, welcoming visitors, taking attendance, answering the phone, providing general and helpful information regarding exhibitions and programs and processing program registration. Other responsibilities might include data entry, scrapbooking, preparing mailings, research projects and assisting at openings and events.

The ideal candidate is a post-secondary student with a passion for art interested in gaining valuable experience in a public not-for-profit art gallery. This volunteer opportunity is ideal for students interested in pursuing a career in the arts.

Please email your resume (with your name as the title) by September 12, 2011 to:

Rima Puteris

Education Program Coordinator

The Latcham Gallery, Stouffville

Email: info@latchamgallery.ca