

Rochester Art Center Volunteer Opportunities

Join the Rochester Art Center for a rewarding and engaging volunteer experience. Volunteers play a vital role in the success of the Art Center's diverse exhibitions and educational programs.

Becoming an Art Center volunteer can offer personal enrichment while supporting the arts, developing new skills and meeting new friends. Volunteers receive discounts in the Gallery Shop, volunteer orientation and recognition and a subscription to the Art Center's newsletter.

From ongoing administrative projects to assistance at events, there are volunteer opportunities for every interest and skill set. Docent training and High School/College Internships are also available.

Volunteers must work a minimum of 3 hours per month. Some positions require more participation. Art experience and background is not necessary to be involved. There are opportunities available for all interests and skills.

Volunteer applications are accepted on an ongoing basis. Please fill out the application and submit to: Jennifer Buddenhagen • Volunteer Coordinator
Rochester Art Center • 40 Civic Center Drive SE • Rochester, MN 55904

For questions contact: Jennifer Buddenhagen • 507-424-3305 • jbuddenhagen@rochesterartcenter.org

GALLERY SHOP

The Gallery Shop carries unique and memorable gifts from hand-made artist items to fun and funky jewelry and housewares. All proceeds from the Gallery Shop help benefit the educational programs and exhibitions of the Rochester Art Center.

Energetic and friendly volunteers who enjoy working with the public will assist customers, answer questions about merchandise and conduct sales transactions. Retail experience and knowledge of cash handling procedures preferred. Must be able to work effectively without much direct supervision.

Requirements:

Commitment to work at least eight hours per month for six months.

Available shifts:

Thursdays	5 pm – 9 pm
Saturdays	10 am – 5 pm (10 am -1:30 pm and 1:30 pm –5 pm)
Sundays	12 pm – 5 pm (12 pm -2:30 pm and 2:30 pm -5 pm)

VISITOR SERVICES INFORMATION DESK

The Visitor Services Receptionist is the liaison between the public and the Art Center and helps make the visitor's experience more enjoyable. Visitor Services volunteers greet visitors, answer questions, provide a professional and welcoming environment and assist and acquaint visitors to the Art Center.

Available shifts:

Monday	10:00 am – 1:30 pm
Monday	1:30 pm – 5:00 pm

ADMINISTRATIVE ASSISTANTS

Help with the behind-the-scenes work that makes the Rochester Art Center's exhibitions and programs possible. Assist our staff with clerical tasks such as filing, photocopying, typing and bulk mail projects.

Available shifts:

Monday – Friday 10:00 am – 5:00 pm

EDUCATION – Youth & Family

Assist with kid friendly and family focused programs like Free Family Day and Art on the Circle. Volunteers assist staff with hands-on art activities, clean-up and set-up. This is a great opportunity for anyone interested in gaining some teaching experience. Art experience a plus, patience and enthusiasm necessary.

Available shifts:

Free Family Days 1st Saturday of the month 12:30 pm – 4:30 pm
Additional shifts various

DOCENTS

Docents are an integral part of the Rochester Art Center’s educational programming. From Free Thursday *Art for Lunch* tours to guides for special events and groups, docents provide visitors with insight and background behind the Art Center’s diverse exhibitions and programs. An interest and background in the arts or education preferred but not required.

Requirements:

This comprehensive Docent Program is designed for volunteers with enthusiasm and support of the Rochester Art Center’s artistic mission and vision. Docents must commit to one year of participation and lead a minimum of two tours per month. Required training includes, three, two-hour training sessions for new docents and a four-hour training session every two months for all docents to learn about new exhibitions.

Available shifts:

Free Thursdays Art For Lunch 1st & 3rd Thursday 12:00 pm & 12:20 pm
Free Family Days 1st Saturday of the month 1:00 pm – 4:00 pm
Additional shifts various

SPECIAL EVENTS

Special Events, like the Rochester Art Center’s opening receptions, annual art benefit, and public programs, are the perfect opportunity for any volunteer interested in meeting new people. In a fun and lively atmosphere volunteers assist with various aspects of event preparation such as set-up, clean-up, refreshment service, guest registration and greeting, and gallery monitoring.

Available shifts:

Available times vary throughout the year, most events are held in the evening.

INTERNSHIPS

High School Juniors and Seniors and College students of all levels have the unique experience of seeing the workings of the Rochester Art Center. In a relaxed and educational environment interns can earn credit and gain valuable work experience while assisting with everything from administrative duties to design projects.

Available shifts:

Monday – Friday 10:00 am – 5:00 pm

PHOTOGRAPHERS

Volunteers with a background in photography will shoot special events and educational programs for marketing and promotional purposes. All photos will be attributed to the photographer. Great experience to build your portfolio! Photography equipment preferred but not required.

Available shifts:

Available times vary throughout the year, most events are held in the evening.