

# Grand Marais Art Colony Volunteer Application

Name \_\_\_\_\_

Birthday \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E-Mail \_\_\_\_\_

Phone \_\_\_\_\_

What is your preferred method of contact?  
\_\_\_\_\_  
\_\_\_\_\_

What times of day, seasons, etc. are you available?  
\_\_\_\_\_  
\_\_\_\_\_

Do you have any physical limitations you would like us to know about?  
\_\_\_\_\_  
\_\_\_\_\_

Why do you want to volunteer?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Please return to:**

Jeanne Bourquin, Volunteer Coordinator (VC)

Grand Marais Art Colony  
PO Box 626, 120 W. 3<sup>rd</sup> Ave.  
Grand Marais, MN 55604

[registrar@grandmaraisartcolony.org](mailto:registrar@grandmaraisartcolony.org)  
218-387-2737

**VC Hours:** Saturday – Monday, 9am-4pm  
**Art Colony Hours:** Daily, 9am-4pm

Please **Circle** your areas of interest(s):

## Administrative

Gallery Store  
Database Entry / Filing  
Mailing Parties/Packet Prep

## Facilities & Aesthetics

Cleaning  
Building & Grounds  
Highway Cleanup  
Facilities Committee

## Program

Youth Classes  
Host Instructors  
Class Set-Up  
Community Outreach Activities  
AiR (Artists in Residence)  
Conferences and Symposiums  
Program Committee

## Events

Opening Receptions  
Exhibit Docents  
Arts Festival  
Plein Air  
Tour d'Art  
Member Show  
Empty Bowls  
Events Committee

## Development

Grant Writing  
Donor Development  
Development Committee

## On Your Own Time

Catalog/Poster Distribution  
Thrift Store  
Online Calendar Postings  
Art Library  
Proof Reading  
Labeling  
Treats for Events / Program

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## Volunteer Opportunities

### Administrative

Do you like to greet visitors and orient them to their surroundings? Do you like to act as a resource for others? Do you have experience in retail? Do you have administrative skills you could offer to support the tasks of running an organization?

#### *VOLUNTEER OPPORTUNITIES:*

- **Gallery Store Host:** Greet visitors & explain the Art Colony, present the Gallery Store, answer the phone & do various day-to-day administrative tasks. Tues/Wed/Thur/Fri, 9-12:30 or 12:30-4.
- **Database Entry:** Computer-oriented folks, help keep our address lists up to date.
- **Filing:** Help us stay organized and to keep those piles of papers put away.
- **Mailing parties & Packet Preparation:** This group activity involves treats, social time, and stuffing envelopes - many hands make light work!

### Facilities & Aesthetics

Volunteer opportunities are available for those who enjoy working on their own and taking care of the upkeep of a physical space, both inside and out.

#### *VOLUNTEER OPPORTUNITIES:*

- **Cleaning:** Cleaning & organization of facilities, needed annually and on a regular basis.
- **Building & Grounds:** Gardening and beautification, window washing, repairs, recycling.
- **Highway Clean-Up:** Clean Hwy 61 roadside by Cutface Creek in the Spring and Fall.
- **Facilities Committee:** Short and long range planning for the facilities, meets monthly.

### Program

Are you an artist or interested in helping to create successful learning opportunities?

#### *VOLUNTEER OPPORTUNITIES:*

- **Youth Classes:** Assist with or teach youth art classes.
- **Host Instructors:** Provide lodging for a visiting instructor.
- **Class Set-Up:** There are a number of things we do to prepare for and host a class. Including: set up and replenish refreshments, prepare studios with the appropriate numbers of tables, easels, etc.
- **Community Outreach Activities:** These activities provide arts access to the broader community and include everything from artist talks and demos, to Community Ink Days.
- **Conferences and Symposia:** Artists, art appreciators, and members of the broader community will have opportunities to grow in their knowledge of a specific medium. In 2015 the Art Colony will host **Findings: A Jewelry Symposium, June 11 - 14** and the **North Shore Readers and Writers Festival, November 5 - 8.**
- **Program Committee:** Meets quarterly to generate ideas and plan for future programs.

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## Events

Events are exciting times to be in the fray and work with others to pull together multiple activities and offerings. There is a large spectrum of opportunities: from heavy lifting and set-up to hospitality and greeting artists.

### *VOLUNTEER OPPORTUNITIES:*

- **Opening Receptions:** Meet & Greet, Set-up & resupply food and drinks, clean-up after.
- **Exhibit docents:** Greet visitors, help sell or interpret the art, and answer questions.
- **Specific events this year are:**
  - **Arts Festival:** July 11 - 12
  - **Plein Air Grand Marais:** Competition: Sept. 11 - 17 | Exhibit at JHP: Sept. 17-Oct. 4
  - **Tour d'Art:** October 3, Exhibit Oct 3 - 15
  - **The Member Show and Sale:** October 30 - November 22
  - **Empty Bowls:** 6 weeks prior to, and, Thursday, November 12th
- **Events Committee:** Meets monthly to plan for upcoming events.

## Development

Are you interested in helping write grants and/or find new sources of funding for the Art Colony? Are you good at asking for money and believe in the Art Colony mission? Do you have experience in donor development or other types of fundraising? Help bring financial resources to support the Art Colony.

### *VOLUNTEER OPPORTUNITIES:*

- **Grant Writing:** Do you like writing or researching grants?
- **Donor Development:** Help with fundraising campaigns, draft appeals, and/or connect the Art Colony with potential donors.
- **Development Committee:** Brainstorm the next development opportunity, meets as needed.

## On Your Own Time

Do you want to help but would like to work alone or from your home? Do you like to work late at night or early in the morning, or only when it's raining?

### *VOLUNTEER OPPORTUNITIES:*

- **Proof-Reading:** Read our promotional literature before it goes to press, January & July.
- **Catalog and Poster Distribution:** Volunteer to do regular catalog or poster distribution to as many or as few places as you have time for. Help us get the word out.
- **Thrift Store:** Don't forget you can volunteer at 1<sup>st</sup> & 2<sup>nd</sup> and earn money for the Art Colony.
- **Online Calendar Postings:** Work from your home computer and help get the word out
- **Art Library:** Catalog and maintain the art library. (9am-4pm)
- **Labeling:** Stick labels on rack cards or envelopes.
- **Treats for Events & Programs:** Do you love to cook? Bring food for various gatherings.

**We look forward to working with you to provide quality artistic opportunities in our community!**