

# I want to volunteer!

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_ City/St./Zip: \_\_\_\_\_  
Phone/work: \_\_\_\_\_ Phone/home: \_\_\_\_\_  
Email: \_\_\_\_\_

**There are lots of ways to get involved at the Somerville Arts Council—from one-day event staffing to committee membership. Please start by filling out time availability and then check off any and all opportunities that interest you.**

## Time Availability

- I can contribute approximately \_\_\_ hours/week or \_\_\_ hours/month
- I can't commit to being on a committee or contributing a certain amount of hours a week or month but would like to be a "day-of" volunteer for specific events

## ArtBeat Committees

- Craft Vendors. This committee reviews applications and selects about 50 craft vendors to participate in ArtBeat; determines space needs and table locations; and checks in vendors at ArtBeat.
- Food Vendors. Do you love food? Recruit vendors and get permits, determine space and equipment needs, and produce the list of vendors for the ArtBeat program.
- Fundraising. ArtBeat costs a lot of money to produce. Help us solicit local businesses, corporations, foundations or individuals for donations to make the festival possible.
- Outreach. Help make sure ArtBeat has something for everyone in Somerville and that everyone in Somerville knows about it and has the opportunity to attend.
- Participatory Art Activities. ArtBeat isn't just about watching and listening, it's about doing! Recruit artists and volunteers, plan activities for all ages, and secure supplies.
- Publicity/Marketing. We have to get the word out! Research listings and other press options. Follow-up with media. Produce the ArtBeat Program. Help develop banners and signage.
- Volunteer Coordination. Over sixty volunteers are needed during ArtBeat. The volunteer coordinator(s) will recruit, schedule, orient, and thank volunteers.

## ArtBeat: Short-term Volunteering

- I'd like to volunteer on the day of ArtBeat
- I'd like to poster a neighborhood

## ArtsUnion

Help us transform Union Square. Each summer we produce six to eight large events. We need help usually staffing our tables; helping with setup or break down.

- I'd like to volunteer to table
- I'd like to poster a neighborhood

## Inside-Out Gallery

Each month in the CVS window in Davis Square we install an exhibit. We could use help with installation and take down.

- I could contribute a couple of hours on months that I'm available.

## Illuminations Tour

Each December, around Winter Solstice, we celebrate light with a trolley tour of holiday light displays.

- Route Planning. Scout out houses and plan trolley route.
- Event Planning. This committee not only makes sure the tours run smoothly but also comes up with fun activities and performances for the night of the tour.
- Tour Leader. Host a tour—guide the trolley driver and provide fun facts about the houses and Somerville.
- Tour Night Greeter. Greet tour goers as they arrive at City Hall on the night of the event, direct them to the appropriate trolley, show them where they can get hot cocoa and cookies, etc.

**-OVER-**

## Publicity: Newsletters/Posters/Mailings

- I am available to help develop newsletter content/write editorial copy.
- I am available to help with publicity by writing press releases, contacting the media and pitching story ideas.
- I am available to help with the graphic design of publicity materials such as postcards, brochures and posters; I am familiar with:  Indesign  Illustrator  Photoshop
- I am available to help update the arts council's media database.
- I am available to help label occasional mailings or postcards.
- I love Facebook and Twitter and can help publize your events.
- I am familiar with Constant Contact (or other online newseltter formats) and could help with our electronic newseltter.
- I am available to help distribute newsletters and put up posters/flyers.

## Office Help

- I can help translate Arts Council materials into foreign languages such as \_\_\_\_\_
  - I am available to do data entry; I am familiar with:  Word  Filemaker.
  - I am interested in helping recruit volunteers and interns
- I have skills you haven't mentioned. Skills/experience: \_\_\_\_\_

## Programs and Workshops for Kids

We invite artists to do workshops with children at Art in a Garden (a free summer program for kids at the Community Growing Center) and with teens in the Mystic River Mural Project (a summer environmental education and painting program) and Books of Hope (an evening writing program). Volunteers interested in working with children, reading stories or helping with art projects, are also welcome at Art in a Garden.

- I am an artist/writer/musician and I'd like to do a workshop at
    - Art in a Garden
    - Mystic River Mural
    - Books of Hope
- Type of Workshop: \_\_\_\_\_
- I'd like to help out at:  Art in a Garden  Mystic River Mural  Books of Hope
  - I'd like to do a one-time workshop in a school.  Type of workshop: \_\_\_\_\_

## Web Site/Blogs

- I'm available to help with regular web site maintenance (updating resources, program sections).
  - I know WordPress\_\_ or Drupal \_\_\_\_
- Is there a Web-based project you'd like to work on (such as expanding links to artists sites or artist resources)?
- I would like to work on: \_\_\_\_\_

## Thanks a bunch

Please either fax this form to: 617.666.4325 or mail to us:

Volunteer  
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