

Description of Volunteer Opportunities
Lawrence Arts Center
Fall 2009

Art Education Aide

The art education aide is responsible for assisting art education teachers in all aspects of teaching art education classes; including set up, clean up and general instruction. Art education aides will work with the Director and assistant Director of the Art Education Program as well as with individual instructors.

Art Education Studio Aide

The art education studio aide is responsible for supporting the assistant art education Director in the upkeep and maintenance of art education studios; assist teachers with set up and clean up as needed, clean up and other general needs.

Director of First Impressions

The director of first impressions' responsibilities will be concurrent with that of a docent, greeter and a tour guide. The director of first impressions will work the Exhibitions Program Director, as well as, other professional and administrative staff to provide guided tours, assistance and in-depth knowledge of exhibits to Lawrence Arts Center patrons.

Gallery Shop Assistant

Gallery Shop Assistants are responsible for the organization, operation, supervision, and maintenance of the Lawrence Arts Center Gallery Shop during the hours that they are on duty. In so doing, gallery shop assistants work with the LAC program facility manager and administrative staff.

Special Events Coordinator

Special events coordinators are responsible for the planning and execution of a special event at the Lawrence Arts Center. This includes, but is not limited to, receptions, cast parties, gallery exhibit openings and fundraisers. Coordinators participate in all aspects of planning the event and are present the day of the event to assist vendors, volunteers and program directors. will work with LAC professional and administrative staff to coordinate food, beverages, entertainment and decorations; as well as work with the special event marketing coordinator to publicize the event as needed, and the volunteer coordinator to ensure that the appropriate number and type of volunteers are scheduled for the event. The coordinator will also be responsible for working with professional and administrative staff to build lasting relationships with local companies who may be interested in offering in-kind and monetary donations for special events, present and future.

Tech Aide

The Tech Aide is responsible for supporting the Assistant Technical Director with the construction of original and/or modification of existing sets and props for Lawrence Arts Center productions. Aides will work with professional and administrative staff to ensure that sets and props are completed in a timely, accurate and skillful manner.

Backstage Cast Supervisor

The backstage cast supervisor is responsible for assisting program Directors backstage by working with youth cast members to ensure their presence and timely arrival on stage. Cast supervisors may also be required to assist with prop and/or costume malfunctions, and other emergencies as they arise.

Volunteer Usher

The usher is the public face of the Lawrence Arts Center, and as such are responsible for portraying the center in a positive manner at all times. Ushers work directly with LAC program directors and administrative staff.

Food and Concessions Volunteer

Food and concessions volunteers are responsible for the preparation, service and clean up of food at performances and/or special events including, but not limited to, receptions, cast parties, gallery exhibit openings and fundraisers. Food and concessions workers will work with LAC professional and administrative staff; as well as caterers and event coordinators, to determine the food service needs for each performance and/or event.

Volunteer Bartender

Bartenders are responsible for preparing alcoholic drinks, checking the identification of customers to ensure that they meet the minimum drinking age, taking drink orders, serving drinks, and collecting money for them at special events hosted by the Lawrence Arts Center. Additionally, bartenders may arrange bottles and barware, wash glasses, and clean the bar. They also remove empty bottles and trash, replace empty beer kegs, and stock the bar by bringing liquor bottles and other bar supplies from the storeroom to the bar. They keep track of wines, beers, and other supplies. A Bartender is a public face of the Lawrence Arts Center and in so doing must maintain a professional demeanor while monitoring the alcohol consumption of patrons. The bartender will work with professional and administrative staff at all levels.