



Bringing children and the arts together

VOLUNTEER POSITIONS AVAILABLE

Arts for Children of Toronto has volunteer placements available on a casual, part-time basis. If you see yourself in one of these roles and are able to make a 6-month to 1-year commitment, please make an application.

- 1. Community Arts Assistants**
- 2. School Arts Assistants**
- 3. Communications & Development Assistant**
- 4. Office Assistant**
- 5. Exhibition & Installation Assistants (2)**
- 6. Documentary Photographers/Videographers (2)**

We are seeking applicants who are knowledgeable about the arts, are well-organized, responsible and outgoing. A mandatory police check will be issued prior to placement for any position that involves working with or coming into close contact with the young people we serve through our programs.

How To Apply:

Interested candidates should complete and return a Volunteer Application form along with a resume or CV. Please send these by fax or mail to:

Attn: Ester Pugliese
ARTS FOR CHILDREN OF TORONTO
230–401 Richmond Street West
Toronto, ON M5V 3A8
F: (416) 929-3681
T: (416) 929-9314 ext. 103
E: ester@artsforchildren.org
W: artsforchildren.org

VOLUNTEER JOB DESCRIPTIONS

COMMUNITY ARTS ASSISTANTS

(Applicants must be 14–26 years of age)

Community Arts Assistants support professional artists who, for a period of 8 weeks to one year, conduct arts programs for children and youth. Preference will be given to, but not limited to, youth who are from/reside in the communities we serve:

Cataraqui, Jane-Finch, Lawrence Heights, Malvern, Regent Park, Warden Woods, and Weston-Mount Dennis.

Responsibilities include:

- Preparing arts materials (paint, music, instruments, costumes, etc.), and assembling artwork (e.g. mounting, framing, labelling, etc.)
- Being a role model for all children and youth
- Encouraging participation and enthusiasm for all scheduled activities
- Arranging pick up and retrieval of snacks for participants
- Studio maintenance, including set up and clean up

SCHOOL ARTS ASSISTANTS

School Arts Assistants support professional artists who are teaching 1 to 5-day arts programs to children and youth in after-school programs. Previous experience working directly with school-aged children and youth is an asset. A police check will be mandatory prior to placement. Preference will be given to, but not limited to, applicants who are from/reside in the communities we serve:

Cataraqui, Jane-Finch, Lawrence Heights, Malvern, Regent Park, Warden Woods, and Weston-Mount Dennis.

Responsibilities include:

- Assisting with the preparation of arts materials (paint, music, instruments, costumes, etc.) and the assembling of artwork (e.g. mounting, framing, labelling, etc.)
- Conducting additional research to support workshop plan
- Provide student support, including supervision and studio instruction
- Studio/classroom maintenance, including set up and clean up

COMMUNICATIONS & DEVELOPMENT ASSISTANT

The Communications & Development Assistant will work on a variety of tasks, which support our fundraising, publicity, and outreach campaigns.

Responsibilities include:

- Developing and maintaining a yearly calendar for grant and foundation proposals
- Prospect research and conducting queries
- Updating and maintaining a database of community, youth, media and arts-based contacts

OFFICE ASSISTANT

The Office Assistant will work on a variety of tasks, which support programming and general office administration.

Responsibilities include:

- Assisting with the development of manuals and workshop materials
- Assembling various packages and newsletters for mass mailings
- Perform administrative duties as they relate to our ongoing programs

EXHIBITION & INSTALLATION ASSISTANTS (2)

The Exhibition & Installation Assistants support our arts workshop programs and special events.

Responsibilities include:

- Transporting artwork for exhibitions
- Mural installation of plaques and large-scale artworks, both indoors and outdoors
- Hanging of artwork for exhibitions and special events
- Delivery of supplies to program locations

DOCUMENTARY PHOTOGRAPHERS/ VIDEOGRAPHERS (2)

Photographers/Videographers document our programming in action and help create new ways of disseminating these images to our supporters and the general public through our Web site, support materials and special events. We are hoping to find two artists who could collaborate together on a variety of projects.

Responsibilities include:

- Photographing/documenting art created in the classroom or in the community, at all stages of development
- Improving our photographic archival filing systems
- Assist with developing creative displays for special events as needed
- Assist with developing QuickTime mini-shorts for our Web site
- Provide creative input in regards to the development of AFC swag (e.g. greeting cards, calendar, etc.)

This is the perfect opportunity for photography/video art students, self-taught and emerging artists to develop their technical skills and creative style, while enriching the communities we serve.

E-mail six (6) low-resolution images of your work (files should not exceed a total final size of 1.5 MB). Or, send a link to your Web site/a Web page with samples of your video work to ester@artsforchildren.org. Complete a Volunteer Application form, mail or fax to (416) 929-3681.