

2014 Volunteer Opportunities

Hospitality Team

Individuals on this team work directly with the volunteer Special Event Coordinator and provide assistance with the Hardy's special events, include making food for events, making or purchasing drinks, helping with event set-up, greeting visitors, serving food, helping with event clean-up, etc.

Exhibition Receiving

If you enjoy meeting artists, this is a great volunteer opportunity! The Hardy Gallery physically accepts artwork for all of its exhibits and is looking for energetic individuals to assist with the acceptance of artwork for the exhibits. This task includes greeting artists, assistance with the completion of necessary paperwork, physically handling artwork (and getting a sneak peak of submissions prior to installation!). Set schedule coincides with exhibit installation dates; call office for specifics.

Exhibition Installation

Do you ever wonder how an exhibit takes shape? If you are interested in learning about the design process and assisting with the physical installation of artwork at the Hardy Gallery then this job is for you! Following the guidelines in the Hardy's *Exhibition Installation Manual*, volunteers will work in teams alongside the volunteer installation coordinators and a veteran installer. Training will be provided. Scheduled installations take place Tues. – Fri. before each new exhibit opens and there are four exhibit installations annually (May thru Oct. only).

Gallery Docent

We are looking for energetic and personable individuals to serve as docents to greet, share information, and assist visitors while at the gallery. Individuals with a flexible schedule and who are able to be in the gallery for a 3 1/2 hr. morning, afternoon or evening shift are welcome. In an effort to best serve our gallery patrons, training will be required.

Administrative

We are looking for help with various administrative related projects at the office including filing, organizing, archiving and some light database work. Hours are flexible.

Historian

Are you an avid reader of Door County media? We are in need of someone who can scan publications for relevant articles and publicity pertaining to the Hardy! The volunteer historian maintains an annual organizational scrapbook (news clippings, magazine articles, program documentation, etc.) and archives and maintains additional historical and noteworthy records pertaining to both the Hardy Gallery and Door County art community. Hours are flexible.

2014 Plein Air Festival Dockside Quick Paint Competition

2014 Plein Air Festival Dockside Quick Paint Competition is scheduled to take place on Saturday, July 26. All volunteers assisting with this event must attend a volunteer training session so questions can be answered about the event. In advance of this event, assistance will be needed for the mailing of prospectuses. The day of the event the Hardy is partnering with the Peninsula School of Art to chair the Dockside Quick Paint competition. Volunteers will be needed to check-in finished artwork in Fish Creek; to set up exhibit of works on artists' easels; and to help tally votes for artists during reception.

Arts Map Distribution

Help us get the 2014 maps out throughout the county! We are looking for individual(s) to assist with brochure distribution to communities in Door and Kewaunee Counties - help with one community or all - your choice! Our schedule is flexible but distribution of materials will begin early to mid-May and run through the end of the year and would require a regular check of brochure inventory at drop locations.

Special Event Photographer

Are you an avid photographer? We are in need of an individual to shoot photographs during special events and opening receptions throughout the season; hours coincide with 2014 event schedule and includes Friday evening receptions and one Saturday evening reception.