



# Volunteer Opportunities

Thank you for your interest in becoming a volunteer. The gift of your time and talent is appreciated! Please contact the Cape Coral Art center prior to signing up for the listed roles. Not all opportunities are available all the time.

☐ **Art Center Ambassador\***

**Purpose:** The purpose of this position is to represent the Art Center at events, off and on-site, including booth coverage at public art shows, such as Cape Coral Art Festival and Market Place, Parks and Rec Day, WaterWays, Music & Arts Fusion Walk and other community outreach programs. 18+

**Duties:** Duties include booth set up and clean up, promoting the Art Center, running interactive activities, giving presentations, passing out flyers and brochures. *For this role we require proper attire, according to the event. Application must be pre-approved by administrative staff and may require an in-person interview.*

☐ **Art Center Concierge\***

**Purpose:** The purpose of this position is to give support to staff and assisting Art Center patrons. 16+

**Duties:** This opportunity requires being knowledgeable about the Art Center history, classes, gallery, park grounds, as well as answering phones, greeting visitors and provide private tours. *For this role we require proper attire and knowledge of facility. Application must be pre-approved by administrative staff and may require an in-person interview.*

☐ **Creativity Camp Assistant\***

**Purpose:** The purpose of this position is to assist the counselors. 16+

**Duties:** One-on-one assistance, activities and help with childcare in our Creativity Summer Camp. Maintain a safe environment for the children. Help keep the classrooms and childcare areas clean and organized. Act as a positive role model, particularly modeling and promoting healthy interpersonal behaviors. Creativity Camp Assistants are asked to make a 2-month commitment during the months of June and July. *For this role we require proper attire. Application must be pre-approved by administrative staff and may require an in-person interview.*

☐ **Gallery Installation Assistant\***

**Purpose:** The purpose of this position is to assist our Gallery Coordinators. 18+

**Duties:** Assist with installation of artwork after receiving is complete. Follow protocols outlined by Gallery Coordinators regarding correct placement of artwork, tools, hardware and proper handling of art for an exhibition. *Volunteer will be using simple hand tools, step ladder, paint, spackle, sandpaper, and must be able to bend and lift artwork.*

☐ **Gallery Receiving Assistant**

**Purpose:** The purpose of this position is to assist our Gallery Coordinators. 18+

**Duties:** This opportunity includes assisting with exhibit receiving one Saturday a month from 9am-12pm and the following Monday from 9am-12pm.

☐ **Gallery Reception Assistant\***

**Purpose:** The purpose of this position is to assist our Gallery Coordinators. 18+

**Duties:** This opportunity includes assisting with openings in our gallery once a month on Fridays from 4-7:15pm with visitor meet-and-greets as well as prepping and cleaning up food trays. *For this role we require proper*

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## Cape Coral Art Center

4533 Coronado Parkway Cape Coral, FL 33904

239-574-0802 · ArtCenter@capecoral.gov



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*attire, according to the event. Application must be pre-approved by administrative staff and may require an in-person interview.*

☐ **Gallery Removal Assistant**

**Purpose:** The purpose of this position is to assist our Gallery Coordinators. 18+

**Duties:** Help with artists signing out their work at exhibit removal day one Friday a month 9am-12pm.

☐ **Garden Assistant\***

**Purpose:** The purpose of this position is to keep the Art Center grounds clean and maintained. 16+ (*younger assistants accepted with supervising parent/guardian*)

**Duties:** Remove garbage, old blooms, dead branches and weeds from the Art Center grounds in Rubicond Park. Spray pathways with weed killer (when appropriate). Assist with planting and removing items as *instructed by staff. This opportunity will open during specific events and times during cooler months.*

☐ **General Maintenance & Repair\***

**Purpose:** Assist with the daily maintenance or special projects throughout the Art Center and grounds. 18+

**Duties:** Patching, painting, sanding, hanging, or removing objects from/to a wall, outdoor grounds/garden care, pressure washing identified areas, etc. *Must be over 18 years of age and have experience working with tools, heavy equipment, etc. N95 masks are suggested but not required for this role. Preferred assignee only, must be pre-approved by staff.*

☐ **Sculpture Studio Assistant and Monitor<sup>+</sup>**

**Purpose:** Assist in the clay studio during drop-in times as well assist with specific tasks related to ceramic equipment and tools. 18+

**Duties:** Assist with regular cleaning and organizing of wheels, tables, tools, clay molds, etc., mixing glazes/clay, organize tool shelves. Monitor students ensuring safety protocols are adhered to and payment for studio drop-in accounted for. *Must be over 18 years of age and have experience working with clay, glaze, kiln etc. N95 masks are suggested for this role. Application must be pre-approved by administrative staff and may require an in-person interview.*