

Volunteer Job Descriptions

Gallery Attendant: Safeguard the artwork on display by maintaining a presence in the gallery when it is opened to the public making sure that visitors observe museum rules.

Visitor Services: Assist our front desk operations by manning the desk, phones and cash register while employees are busy with other tasks or out of the office.

Classroom Assistant: Assist our art educators with Saturday Art Classes, Second Saturday art activities, Summer Camp and other art making events.

Clerical Assistant: Assist our staff by helping with clerical tasks such as mail outs, data entry, or other similar tasks.

Special Events: Help to plan, coordinate, set-up and staff special events and fundraisers at the museum including serving food or drink, handing out materials, greeting visitors, and answering questions.

Public Programs: Assist with greeting visitors, providing information, manning the membership table, and more.

PR & Outreach: Represent the museum at events where AMoA can set up a display table to reach new audiences such as the City's Summer Splash, The Rapides Parish Fair, the Celebration of Philanthropy, and others.

Building & Grounds: Assist with keeping the building and grounds attractive and in good repair. Help to repair wall and paint between exhibitions, assist with handyman repairs, help with maintaining the garden and flowerbeds, etc.

Art Library: help with the task of organizing the Art library and educational materials

Curatorial Assistant: assist with changing out exhibitions, unpacking and packing artwork – additional training required.

Docent or Gallery Guide: Help to facilitate tours for school age children, nursing home and assisted living residents or special needs groups – additional training required