



Volunteer Application

ARTS & CULTURE

WELCOME TO OAK BAY ARTS & CULTURE

The Community Arts Volunteer Team was initiated by Council in 2022 with the intent of engaging volunteers of all ages in public arts and culture programs in the municipality.

The Community Arts Volunteer Team supports activities, initiatives and events that benefit and advance participation the arts in the Municipality of Oak Bay for a full season June 2022 – June 2023.

GOALS:

- Support initiatives specified in the Community Plan and the Annual Work Plan
- Educate & raise awareness and understanding of the importance of public art
- Support the integration of arts and artists at all levels, career stages and genres into a variety of public settings/opportunities
- Celebrate creativity resident in the municipality
- Promote cultural tourism
- Advance participation the arts sector in Oak Bay

POSITION OVERVIEW

Oak Bay is looking for interested and enthusiastic individuals who love their community and the arts to participate on the Community Arts Volunteer Team. There are many opportunities available to volunteer including assisting with special events, art exhibitions, concerts, workshops or acting as an art juror.

ROLES

Arts Events Volunteers – Assist with Exhibitions, Performances, Workshops, Walks/Tours, Lectures and Special Events occurring throughout the year in Municipality of Oak Bay

Arts Exhibition Jury Volunteers – curate exhibition selection and advise on acquisition of public art for the Municipality of Oak Bay

DUTIES AND RESPONSIBILITIES

Arts Events Volunteers

- Helping with the operations of special events
- Assisting the performers, artists, or arts programmer as needed
- Ushering guests/attendees
- Promotion of events and distribution of marketing materials to community
- Liaise with community artists, connect artists with opportunities in the municipality
- Set-up and clean-up (tables, chairs, artwork etc.)
- Greet attendees, assist with the running of events, provide leadership/instruction of arts activities
- Answer general questions, provide information about different activities, and hand out event brochures and/or pamphlets

Arts Exhibition Jury Volunteers

- Review applications - give each artist applicant an equitable and equal chance for invitation
- Score each application on a matrix
- Consider which applications best demonstrate merit against the assessment criteria, priorities, and program objectives
- Attend formal jury process
- Assess risk, audience interaction and life cycle of artworks
- Determine which artworks will be included in the exhibition

TIME COMMITMENT

Volunteers are asked to commit to a full year on the Community Arts Volunteer Team. Each member is asked to volunteer for a minimum of two events or one jury each year.

SKILLS AND QUALIFICATIONS

- Enthusiasm for arts events in the Municipality of Oak Bay
- Comfortable interacting with the public, good interpersonal skills
- Ability to work in a group environment providing critical content and a fair-minded evaluation while respecting other points of view
- Able to lift tables, chairs, artwork etc. safely
- Formal arts training or arts professional practice (curatorial and/or gallery experience, conservation background, art historian, etc.) would be considered an asset.
- Criminal Record Check – Vulnerable Sector Search

Steps to volunteer with Parks, Recreation & Culture Oak Bay:

- Step 1:** Complete attached application form. Application forms must be returned to Oak Bay Recreation Centre (1975 Bee Street) reception or emailed to apass@oakbay.ca
- Step 2:** After your application has been reviewed a meeting will be set up to discuss suitability, interests and availability. This process can take 2-4 weeks.
- Step 3:** If a suitable volunteer opportunity is available, you will be contacted by the Arts & Culture Programmer and will be required to get a criminal record check. (Costs of the criminal record check will be covered by Recreation Oak Bay.)
- Step 4:** Once the criminal record check has been processed and returned to Human Resources at Oak Bay Recreation Centre. Please reach out to the Arts & Culture Programmer and an orientation and training session will be set up.

Thank you for your interest in joining the Community Arts Volunteer Team!





Volunteer Application Form

ARTS & CULTURE

PERSONAL INFORMATION

Name: _____
Surname Given Middle Initial

Address: _____
Street City Postal Code

Phone: _____ Email: _____

EMERGENCY CONTACT INFORMATION

Name: _____

Phone: _____ Email: _____

AREAS OF INTEREST

- Exhibitions / Studio Tour Assistant
- Performance Usher/Greeter
- Workshops Leader
- Walks/Tour Leader
- Event set up-take down
- Postering
- Arts Jury Member

ARTS EXPERIENCE

Briefly describe your background in the arts:

AVAILABILITY

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
AM							
PM							

Please indicate what events you are interested in volunteering at:

REFERENCES

Please provide the name and contact of two references.

Name: _____

Relationship to you: _____

Phone: _____ Email: _____

Name: _____

Relationship to you: _____

Phone: _____ Email: _____

Thank you for your time and interest.





Youth Authorizations

ARTS & CULTURE

Youth Volunteers -

PARENT AND/OR GUARDIAN CONSENT IS REQUIRED FOR VOLUNTEERS UNDER THE AGE OF 19

Thank you for choosing the programs of the Corporation of the District of Oak Bay. We request your understanding and cooperation in maintaining your child's safety and health by reading and signing the following INFORMED CONSENT.

I, _____(Guardian/Parent name), as parent/guardian of _____(name of child) declare that my child has the capacity for participating in activities offered in the Community Arts Volunteer.

I acknowledge that there are risks inherent in the activities that my child is about to participate in and for the facilities and locations where the activities take place.

I understand that part of the risk involved in undertaking the above program is relative to my child's state of fitness or health (physical, mental or emotional) and the awareness, care and skill with which he/she conduct themselves in the above program. I acknowledge that my choice to allow my child to participate in the above program/camp brings with it the assumption by me of those risks or results stemming from this choice and the fitness, health, awareness, care and skill that my child may possess and use. In addition, I understand that my child is free to withdraw from any activity during this program and I realize that they should do so upon recognition of any signs that may indicate their inability to participate in the activity.

In addition, I acknowledge that I have inquired about the nature of any activity, program or service that my child may not be completely familiar with and I have been informed of any inherent risks.

I declare that I have read, understood and agree to the contents of this INFORMED CONSENT AGREEMENT in its entirety.

Parent/Guardian _____ Witness _____

Applicant's Signature _____ Date: _____

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

This collection of personal information is authorized under the Local Government Act, Community Charter and section 26(c) of FIPPA. The information will be used for processing of fees related to the recreation program. Questions can be directed to the District's Privacy Officer at 2167 Oak Bay Avenue, Victoria BC, V8R 1G2, or 250-598-3311, or foi@oakbay.ca.

For Office Use Only

Signature: _____ Date Received: _____

Additional notes: _____
