

# General Volunteers Information

## Facilities Volunteer

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### *Description*

All tasks & responsibilities will depend on a day to day basis. The volunteer will be working under the direction of the Facilities Coordinator and will be responsible for the following:

- \*Cleaning
- \*Maintenance
- \*Construction
- \*Painting
- \*Repairs
- \*Trash Removal
- \*Organization & Storage

### *Skills Required/Requirements*

- \*Must be able to work alone or with other volunteers
- \*Ability to work with tools and equipment as needed
- \*Attention to details
- \*Self motivated
- \* Bilingual (Spanish/English) recommended
- \* Volunteer must commit to a minimum of at least 3 hours per day.

## Mission Grafica Assistant

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### *Description*

Assistant will work directly with Mission Grafica's Poster Archive. Activities will include organizing, preserving, photographing and describing information into computer database (FilemakerPro). Assistant will also participate in the preparations of screens (cleaning and removing emulsion) and assist in printing. There will also be general studio cleanup as well.

### *Skills Required/Requirements*

- \*Must have a Studio Art or Art History background (A.A. degree or higher)

- \*Printmaking experience is a must
- \*Bilingual (Spanish and English)
- \*Must be willing and opened minded to take on any projects

# Theatre Volunteer

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## *Description*

Volunteer will be responsible for showing theatre-goers to their seats and overseeing the theatre during performances, bartending, concessions sales and helping setup for performances.

## *Skills Required/Requirements*

- \*Bilingual (Spanish and English) is recommended
- \*Must be punctual

Please, if you are interested, Click here and download the Application Form

For more information contact: Norma Olvera, Volunteers andf Bookings Coordinator,  
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