

# Gallery Volunteer- Reception Assistant

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## *Goals*

Volunteer positions not only provide an opportunity for the individual to develop a well-rounded understanding of the multifarious components of the exhibition arena, but also to foster future, sustainable relationships with the individuals who both support, and comprise, nonprofit organizations and other public programs.

## *Responsibilities for Opening Night Reception*

### **Bar:**

- You must be 21 years old or above to volunteer for this position (unless otherwise noted)
- During special events, we sell a variety of beverages (typically beer, wine and/or other non-alcoholic beverages). You will be responsible for maintaining the bar area by distributing each beverage to purchasing customers and keeping your area clean.
- You will be responsible for handling the cash box.
- **NO ONE CAN BE SERVED ALCOHOL IF THEY ARE NOT 21 YEARS OLD.**
- **No one who is working or volunteering during an MCCLA event can purchase alcohol**

### **Admission:**

- Each person entering the MCCLA Galleries during the Opening Reception should pay a \$5 entry fee. You will be responsible for greeting each guest in a friendly manner, and collecting the admission cost.
- You will be responsible for handling the cash box.
- You will also be responsible for tallying each incoming guest and encouraging them to sign the guest book.

### **Gallery Watching:**

- Your main responsibility is to ensure that all artworks are safely guarded, as you walk around both galleries (Main and Inti Raymi)  
This means:
  1. No guest can touch any artwork or move any artwork
  2. No guest should eat or drink in close proximity to any artworks
  3. No guest should be running or carelessly moving about the MCCLA Galleries
- Also, you will help to maintain the space by picking up dirty plates, cups and/or napkins

### **EVERY VOLUNTEER:**

Because we want the reception to be both enjoyable and enriching, we encourage each volunteer to accustom themselves to the work on display (view the exhibition, read the supplemental materials, etc), and to ask any questions about the work. This is to not only better your own experiences, but to also help inform curious guests.