



## Volunteer Roles and Responsibilities

These position descriptions are general and are not always available. For updated volunteer opportunities, please contact Nika Gorini, Program Coordinator, at [nika@providencecityarts.org](mailto:nika@providencecityarts.org) or 401-941-0795 x114.

**Teaching Assistants** support our instructors in the classroom and help CityArts staff during student arrival and dismissal. Being a teaching assistant is a great opportunity to work with our students and learn from our experienced teaching artists. Responsibilities include:

- Supporting instructors by preparing materials, organizing supplies, setting up and cleaning up the studio.
- Providing one-on-one guidance to students who may need extra attention or support.
- Monitoring students during snack time and recess, if applicable; helping to escort students to and from the studio.

**Time Commitment:** One or two days a week between the hours of 3 and 5 pm during the school year or five days a week from the hours of 9am to 3:30pm during camp

**Requirements:** Must commit to the full 10-week session, weeklong vacation camp or 4-week summer camp.

Must feel comfortable working with children.

Must be 15 years of age or older.

**Placements made within:** CityArts Open Enrollment, PASA and Highlander after-school

**Documentarians** help photograph, film, and organize our students' work and capture all of the fun and creation happening inside and out of the classroom. The resulting products are crucial in helping potential donors, volunteers, friends, families and alumni see all the great things taking place at CityArts.

Responsibilities may include:

- Photographing students, teaching artists and volunteers in our classrooms.
- Attending special events to take photos or film performances.
- Photographing student work and special projects.
- Editing photographs or films at the CityArts office.

**Time Commitment:** open

**Requirements:** Interest in photography, filming or archiving work.

Volunteer hours may take place on-site at CityArts or off-site for field trips, events or off-site classes. Editing and compilation may be done at CityArts or at the volunteer's leisure.



**Gallery Curators** help CityArts utilize the gallery as an outreach tool to better engage our community. Curators help find local artists, create marketing materials for shows and set up exhibitions in our gallery space.

Responsibilities may include:

- Researching local artists
- Creating marketing materials and contacting local media.
- Developing educational materials for classroom visits to the gallery.
- Setting up exhibitions and organizing opening reception events.

**Time Commitment:** Gallery staff meet once a month to discuss new shows and developments. Other work for the gallery may be completed in the office at a pre-scheduled time or off-site at the volunteer's leisure.

**Requirements:** Interest in developing the gallery space as an educational outreach tool.

**Office Aides** assist with the day-to-day administrative workings at CityArts. The tasks taken on by office aides vary, but may include supporting our organizational systems, helping with outreach and recruitment or data tracking.

Responsibilities may include:

- Supporting CityArts staff with administrative work.
- Helping with marketing, outreach and mailings.
- Help with fundraising and special events preparation.

**Time Commitment:** Open

**Requirements:** Interest in working in an office environment.

**Event Aides** help make our outreach and fundraising events a success. Outreach Aides may help in the planning stages or help run the event.

Responsibilities may include:

- Planning an event for our students and their families in order to better engage our community.
- Leading activities and supporting set up/clean up at a community event.
- Helping plan fundraising events, including our annual gala.

**Time Commitment:** Ability to attend planning meetings and/or the actual event.

**Requirements:** Interest in event planning or desire to engage with our community at our events.