



Volunteer Application

Name _____

Address _____

Home Phone _____ Mobile Phone _____

E-mail _____

*Believing that culture is the heart of the community,
we provide guidance, support, and access to the arts.*

We are seeking volunteers to help serve the city of Pleasant Grove and its Arts Community. We do have specific needs and positions that need to be filled. Please refer to the website for current openings. Also, please indicate on this form, which position your skills and interest are most appropriately aligned.

Please tell us why you are interested in volunteering and what you hope to gain from it.

Please tell us about your talents, your education, your work experience and skills that would make you a good candidate for the position you are seeking to fill.

ARTS COMMISSION POSITIONS

Secretary

- Prepare agenda for meetings and supplies a copy to board members, program groups and city recorder 3 days before a planned meeting
- Record minutes of Board meetings and prepares minutes for submission to city recorder.
- Write thank-you notes for donations of supplies, time, expertise, equipment or space.
- Maintains a file for all meeting minutes & correspondence
- Maintains a file for all program groups and accompanying annual reports
- Participates in all Board Meetings

Time Required: 10 – 15 Hours per month

Skills / Requirements Needed: Good secretarial skills and handwriting needed. Own a computer and be computer literate. Be skilled in using updated word processing programs and email; have an Internet connection. Organization skills required. Be willing to update his / her skills as needed for the success of the Commission.

Communications Commissioner

- Help plan ways to promote our programs
- Maintain a Calendar of events and the requisite needs of our program groups
- Promote PGAC activities via news, paper, flyers, community leaders, etc.
- Communicate needs and changes to the city website administrator
- Regularly update PGAC Facebook page and other social media
- Participates in all Board Meetings

Time Required: 10 – 15 hours / month.

Skills / Requirements Needed: Own a computer and be computer literate, be skilled in using updated word processing

program, email, knowledge of html and have an Internet connection. This commissioner should be highly organized and punctual.

Public Outreach & Education Commissioner

- Meet with local schools to discuss collaboration and issues
- Initiate and maintain programs such as Arbor Day, Essay Writing, and other activities as called upon by the city council. May suggest additional committees to help complete tasks.
- Participates in all Board Meetings

Time Required: 5 to 10 hours / month– could be greater at times based upon the Commission's needs and activity.

Skills / Requirements Needed: Willing, energetic and idea oriented. Own a computer and be computer literate, be skilled in using updated word processing program, email and have an Internet connection. Needs to be creative and have willingness to promote the Arts in the city. Should be organized and able to manage committees to complete tasks assigned.

Board Member At Large

This individual is a Board member with no specific on-going assigned task or responsibility. A Board Member at Large will typically help other Board members and volunteers with developing and executing programs and events. Will participate in all Board Meetings.

Special Events Commissioner

- Generate ideas for unique events
- Schedule programs in conjunction with other organizations
- Oversee every approved event; appoint a program chairperson, advertise for and recruit volunteers, ensure needed resources are available, keep everyone motivated and on schedule.
- May serve as an event chairperson if a chair cannot be found or is unable to serve
- Report progress of every event to the Board on a monthly basis, or more often as necessary
- At the conclusion of every event, review with the Board the success and roadblock to gain future knowledge for future programs.
- Current events to manage: (1) Quick Draw Evening (2) Arts Festival
- Participates in all Board Meetings

Time Required: Will vary based upon schedule of events and can exceed 20 hrs/week at times.

Skills / Requirements Needed: Have high energy and able to motivate unpaid volunteers. Needs to be creative. Have knowledge of the arts and what's possible for an Arts Commission the size of PGAC. Needs to be committed to bringing the arts to the citizens of Pleasant Grove. Own a computer and be computer literate, be skilled in using updated word processing program, email and presentation software and have an Internet connection. Should be highly organized and punctual. May have experience in leadership positions, marketing or event planning.

Grants/Funding & Professional Development Commissioner

- Serve as a liaison to the Patron of the Arts
- Identify sources of grants; prepare grant requests and follow-up through to the award. Provide post-award reporting to grantor if beneficial or required.
- If a grant is denied, works with the Grantor and the Board to identify reasons for denial so future applications will have greater success.

- Identifies and pursues other (non-grant) sources of financial contributions to the Commission.
- Generates and implements fund raising ideas.
- Provides grant and fund raising resources and ideas to the Program Groups.
- Participates in all Board meetings.

Time Required: 5 to 10 hours / month—could be greater at times based upon the Commission's needs and activity.

Skills / Requirements Needed: Willing, energetic and idea oriented. Knowledgeable about the Arts and committed to bring the arts and an arts center to Pleasant Grove. Own a computer and be computer literate, be skilled in using updated word processing program, email and have an Internet connection. Must have excellent writing and speaking skills. Experience making presentations to a group is a plus.

Visual Arts Commissioner

- Initiate and maintain programs directly related to the visual arts. Will include being the liaison to the Strawberry Days Committee and liaison to the Recreation Department in regards to Arts programs offered through them.
- Provide curator services or oversee the addition of a curator adjunct board member to catalog city visual arts assets. In addition, offer suggestions about how to maintain the art pieces belonging to the city.
- May suggest additional committees to help complete tasks.
- Participates in all Board meetings.

Time Required: 5 to 10 hours / month—could be greater at times based upon the Commission's needs and activity.

Skills / Requirements Needed: Willing, energetic and idea oriented. Own a computer and be computer literate, be skilled in using updated word processing program, email and have an Internet connection. Needs to be creative and have knowledge of Visual Arts. Should be organized and able to manage committees to complete tasks assigned.