

Ankeny Art Center

Ankeny Friends of the Arts

Welcome!

Ankeny Art Center is a visual arts facility that operates under the direction of the Ankeny Friends of the Arts. We are a nonprofit organization and conduct our own fundraising to provide support for exhibits, events and education.

We are glad you are considering joining us in our efforts to promote visual arts in our community. We depend on community members like you to keep our Center successful and growing.

The volunteer opportunities include everything from joining an events team to leading a committee or even serving on our board. Please look over these opportunities, read the descriptions and consider how you could best serve.

The Art Center values all our volunteers!

Best Regards,

Mary Rork-Watson
Director, Ankeny Art Center
marywatson@ankenyartcenter.com

Volunteer Opportunities and Descriptions

Events Teams

➤ Santa's North Pole Village Craft Show

This event is scheduled the first Saturday in November. In 2007, we will host the 26th SNPV. This show features hand-crafted items and is held at three locations in Ankeny. We average over 300 crafters and about 6,000 attendees each year. We hire shuttle buses to transport the visitors to each location and offer food and drink sold by local organizations. This is our premier fundraiser and draws crafters and customers from all over the Midwest.

Opportunities for you:

- Assist with the mailings to crafters
- Provide administrative support (organize applications and checks, assign booths, maintain database)
- Prepare ads and other publicity connected with the show
- Work on the setup crew on the day before the show (Friday afternoon, assisting with booth setup, helping crafters find their booth, organizing electric setup, collecting fees, helping volunteer groups)
- Be a part of the support team on the day of the show (Saturday all day or a few hours, answering shopper questions, handling cleanup, collecting money, ensuring bathrooms are clean, helping crafters with needs)
- Work on the teardown crew after the show (organizing Center supplies, taking down signs, cleaning the schools, putting away chairs and tables, helping volunteer groups)
- Be on the committee to plan and manage the event

➤ Photography Contest

This contest began in 2004 and is cosponsored by the Ankeny Press Citizen. Photographers of any age and experience level are encouraged to participate and we offer awards.

Opportunities for you:

- Administrative support (organizing entries, mailing applications, answering correspondence)
- Prepare ads and promotional materials, recruit sponsors
- Assist with awards and recognition reception
- Be on the committee to plan and manage the event

➤ Ankeny Art Center Festival

The Festival celebrated its fifth anniversary in 2007. This is a juried fine arts festival held the third Saturday in June and features Iowa artists, local musicians, an artist demonstration, and more.

Opportunities for you:

- Join the committee to plan and manage the event
- Prepare ads and promotional materials, recruit sponsors
- Provide administrative support
- Be a part of the support team (help on the day of the Festival with checking in artists, setting up tents, organizing activities, vendors, putting everything away, cleaning up, answering questions)

- Assist with art activities for children

➤ Art, Wine and Enrichment Auction

The Auction is held in September at the White Oak Vineyards. It is an elegant evening with wine sampling, a silent auction and a live auction of fine art.

Opportunities for you:

- Join the committee to plan and manage the event
- Prepare invitations, ads, promotional materials, recruit sponsors for silent auction donations
- Contact artists for live auction donations (original art)
- Provide administrative support
- Be a part of the support team (decorate tables, prepare name tags, organize silent auction donations, check in guests, assist auctioneer, organize auction winners and collect money, clean up and teardown)

Art Center Teams

➤ Classes

We think fine arts education is extremely important and are always looking for ways to improve our classes and provide exciting experiences to our community members. We offer classes and workshops in Fall, Winter/Spring and Summer sessions to students all ages and levels.

Opportunities for you:

- Assist a teacher (help take attendance, answer questions, collect fees, prepare the supplies, unload the kiln, and more)
- Provide administrative support (maintain our database of students and teachers , mail out schedules, recruit teachers, order and organize supplies)
- Prepare ads and promotional materials, contact sponsors

➤ General Administrative Support

- Help with mailings (newsletter, membership information)
- Membership development (mail *Sketchbook*, mail welcome packets to new members, recruit new members, plan membership activities)
- Receptionist/docent duties (greet patrons, distribute information, answer questions about the show, assist with student groups)
- Coordinate volunteers (recruit volunteers for events, projects, maintain database of volunteer contacts, schedule, train, manage volunteers)

➤ If you would like to serve on the Ankeny Friends of the Arts, please call Board President Annette Vance, for more information. Her number is 964-3744.

Volunteer Application

Ankeny Art Center

1502 SW Ordnance Road

Ankeny, IA 50023

515-965-0940

ankenyards@ankenyartcenter.com

Name: _____

Address: _____

Phone: _____ Cell (Optional): _____

Email: _____

I am interested in volunteering on the following team(s):

- Santa's North Pole Village Craft Show
- Photography Contest
- AAC Festival
- Art, Wine and Enrichment Auction
- Art Center

How would you like to assist this team(s)?

When are you available to help? Our hours are 9 am to 1 pm Tuesday-Friday and Saturday 9 am to noon. The gallery is also open on Thursdays 4 pm to 7 pm The class schedule varies.

What would you like to get from your volunteer experience? (promote community arts, increase awareness of the Art Center)

Signature: _____ Date: _____