**Volunteer Opportunities**

**Burnaby Arts Council**

**@ Deer Lake Gallery**

**6584 Deer Lake Avenue, Burnaby**

**Summer Office Assistant – office help (June – August)**

Candidate must have excel/word experience. Have an affinity to working with spreadsheets/numbers. Variety of work and tasks in the gallery/office.

An example of tasks but not limited to:

Data Entry

Filing

General office Admin Assistant

Basement re-organization (files, sorting, clean-up)

Must be open do all kinds of tasks not strictly ‘data entry’

One day you could be doing data entry on the website or the next day/week cleaning the deck or painting

**Children’s Art workshop/project assistant (Aug 2 – 13)**

Create/Research/Plan/Implement/Coordinate (directed by Manager)

Art activity for children at the Summer Arts Festival

Working in the office of Deer Lake Gallery, 6584 Deer Lake Avenue, Burnaby

Position not limited to just the art project may be working on other projects for the Festival

Looking for someone that is creative, easy to work with, and likes interacting with children. Must be organized and able to direct other students, and handle many children in a noisy situation. Can be crazy busy on the day of the event.

Estimate 4 hours/day starting August 2nd

Event day 9:00 am – 5:00 pm

**Event Day Volunteers – Saturday, August 13**

Set-up tents & tables – 7:00 am starting time

Assist Artistans with unloading, moving, general help

Takedown & Cleanup 4:00 – 6:00 pm

Assist the children’s art workshop

Concession Stand sales

Volunteer must be on time (7:00 am startup) and be willing to take direction and

\*\*Any volunteers helping for the day will be provided lunch

**Flier Delivery - August 5 to August 11**

Lots of walking and delivering promo flier to homes. (nearby to the gallery and in your home location) One way to accumulate hours on your own schedule. Must stop by the office to pick up the fliers. Better to volunteer with a friend, makes the time go by faster and a lot more fun.

**Face Painting – Saturday August 13**

10:00 am – 4:00 pm

2 students required, must be creative and like children