

## **Participation/Volunteer Opportunities for the Emerald Art Center**

Whichever activity you choose, please contact the EAC reception desk to let us know which activity you are pursuing and report your hours each month for tracking on participation for your membership.

**Gallery Guide-** (1x month, 5 hours, various shifts) Greet guests, answer questions about the art center, count guests, help in the gift shop, monitoring inventory, cleaning, and assisting with daily operations (opening, closing, answering phone, etc.) at the art center. Bring in your art/a good book for when it's slow to work on if you desire. Contact: The EAC front desk staff at ***receptiondeskeac@gmail.com*** to sign up look for an email from Sign-Up Genius or call to sign up for a shift each month. The gallery is open Wed.-Sat. 11-4pm. We also need folks on Art Walk second Fridays from 4-7:30pm- but those positions are currently filled..

(Gallery guiding is our most popular participation area- but there are other options- some may require several participation areas to fulfill the 5 hours guidelines..:)

**Membership Support-**(flexible times, various hours) Help us keep up with membership dues, help with monthly membership meetings and program, help to recruit new as well as engage current members, welcome new members and help with orienting them, help come up with creative ideas for events, find speakers, recognition and more for members. Contact: Christine Silver ***at cwsilver@comcast.net***

**Art Walk Committee-**Help be a part of our Downtown Springfield Second Friday Art Walk! We host it every second Friday from 4-7:30pm but there are many ways to be involved. We currently need someone to contact participants, help with brochure and poster information and their distribution. Assisting with refreshments and food service is currently filled. Contact: Don Hudgins at ***director@emeraldartcenter.net***

**Art Education/Classes Committee-**(1x month meeting and various other times) Assisting with classes, distributing flyers, marketing, finding instructors, getting classrooms ready and more! Contact: Katie Stocks at ***stockskatie@yahoo.com***

**National Juried Art Show Committee-**This show takes place throughout the month of May and brings in artists from all over the country, putting the EAC on the map! Help with prepping, shipping, fundraising, hanging, labeling, marketing and more! Contact: Kathy Paskey at ***rjpandkathy@gmail.com***

**Springfield Mayor's Art Show Committee-**The MAS happens throughout the month of October. It is open to the public, sponsors and EAC contribute cash prizes and the Mayor chooses the top award. Help is needed with planning, fundraising, promoting the show, distributing brochures and posters, show intake, organizing and placing award ribbons, and more. We also need someone to apprentice as show coordinator and take over the event. Contact: Guy at ***guy.weese@gmail.com***

**Dotty & Frank Light Family Endowment Planning Committee**-(1x month meeting and various other times). Plan for the 2023 Youth Arts Camp in July/August. Work with the camp coordinator and art center director in outlining the curriculum, process, and promotion. Contact: Miriam Jordan at [\*\*malexisjordan@comcast.net\*\*](mailto:malexisjordan@comcast.net)

**Fund Development**-(flexible hours) Help the director and board to find new opportunities to help keep us running! Help with researching opportunities for the EAC to partner with businesses or organizations to fund programs, look for grant opportunities, write grants, work on strategic plan, help solicit donations, etc.  
Contact: [\*\*director@emeraldartcenter.net\*\*](mailto:director@emeraldartcenter.net)

**Mayor's Revue Committee**-Be a part of making the Emerald Art Center's new signature event a success! (partnering with Springfield Rotary) There are a multitude of ways you can help depending on expertise- such as decorating, online website development and updating, fundraising, acquiring raffle items, marketing and more! Help be a part of the planning and execution to help support the EAC!  
Contact: Guy at [\*\*guy.weese@gmail.com\*\*](mailto:guy.weese@gmail.com)

**Website Helper**- Our website is currently hosted on WIX. It works and looks OK- but we could use more help with its updating and expansion. With our adaption of Sales Force the website will be redesigned and we need help...Perhaps member pages could return- or gift shop items sold online too? Contact: Guy at [\*\*guy.weese@gmail.com\*\*](mailto:guy.weese@gmail.com)

**Social Media & Marketing** (flexible times, various hours)-Spread the word! Help our community to learn more about the EAC. Help find opportunities to reach out, help with creating programs and brochures, distribute flyers, help with designs for social media and posting, help with creative ideas to get the word about EAC and research opportunities to get our name out! Contact: [\*\*director@emeraldartcenter.net\*\*](mailto:director@emeraldartcenter.net)

**Cleaning Crew**-(1x week 3 hours, usually Thursdays 3:30-6:30pm) Help us present the EAC in the best way possible, keeping our beautiful building shining and welcoming is key to success. Help on our cleaning crew, vacuuming, mopping floors, wiping surfaces, washing windows, bathrooms, etc. Contact: Lou Maenz [\*\*slmaenz@aol.com\*\*](mailto:slmaenz@aol.com)

**Hanging Crew**-(1x month, 3 hours) Help be a part of the crew that works to beautifully hang our art each month. (members and guests) Crew is currently full.  
Contact: Chris Mackay: [\*\*ajax06@comcast.net\*\*](mailto:ajax06@comcast.net) or Guy Weese at [guy.weese@gmail.com](mailto:guy.weese@gmail.com)

**EAC Board Member**-Interested in serving on the Emerald Art Center Board? Help our organization grow and function. Have your ideas heard. Monthly meetings are currently at Noon on second Tuesdays on Zoom. Please reach out to our current Board President, Kathy Paskey at [\*\*rjpandkathy@gmail.com\*\*](mailto:rjpandkathy@gmail.com) for more information.

**Pavers Fundraising Project**- research if expanding our pavers is a project worth investing in. There are blank ones to be filled in and sold- and room to expand.  
Guy Weese at [\*\*guy.weese@gmail.com\*\*](mailto:guy.weese@gmail.com) for more information.

(Updated 2/1/2024)