

# The Learning Place for Artists and Artisans

## VOLUNTEERING AT THE MIDDLETOWN ARTS CENTER

Volunteering is a great way to meet new people, discover new things and do something good for your community. Volunteers at the Middletown Arts Center assist with many operational activities of this premier educational facility.

### Our Mission

To create opportunities for artistic expression through knowledge.

### Our Purpose

Partner with communities in our artistic endeavors to provide a welcoming, stimulating and diverse learning environment with professional facilities, artists, classes, exhibits and workshops.

### Our Vision

To be the leading art education center within our served area, which encompasses a 50-mile radius from Middletown. While maintaining our diverse curriculum, we will grow by implementing the following:

- a) Increase community recognition by establishing a greater public presence and creating opportunities to broadcast our purpose.
- b) Expand services to address our patrons' unmet needs, including after-school youth programs, student mentoring, and partnering with public schools to complement their art programs.
- c) Extend our resources by integrating more volunteers into our programs and operations.
- d) Become financially secure by increasing student enrollment; increasing revenues from sponsorships, grants and donors; and increasing public participation in community events.

### Value Statement

The Middletown Arts Center enriches its patrons and the community by providing educational opportunities in a professional learning environment diversified for all abilities and skill levels, and is welcoming to all individuals interested in the arts.

### Benefits of Volunteering at the Center

The Center is a not-for-profit organization providing educational opportunities open to anyone interested in discovering or developing their abilities in painting, drawing, photography, pottery, jewelry-making and many other forms of visual art. The Center relies primarily on support of the community and its volunteers. Volunteers gain credits that apply toward discounted rates for regular instruction classes and certain merchandise (details provided at time of interview).

### Volunteer Responsibilities

Volunteers at the Center are expected to help create a welcoming environment to its patrons, supporters, visitors and prospective members/students. Generally, volunteer duties include these projects and tasks:

- Serve as receptionists and provide information to prospective students and visitors;
- Respond to telephone and personal inquiries for information relevant to the Center and its offerings;
- Assist existing students as needed;
- Conduct sales of supplies, gifts and other materials including data entry into appropriate computer program and print customer receipt;
- Be familiar with current classes and workshops to provide information upon request and conclude sign-up transactions, including registrations and data entry into appropriate computer program;
- Help prepare promotional and informational materials as needed;
- Assist with exhibits and other special events.

### Volunteer Requirements

The selection of volunteers will be based on these criteria:

- The individual must have a demonstrated interest in the Center, its Mission and its Policies;
- The individual must be a team player who is self-motivated, high-energy, enthusiastic and bring a positive attitude to this position;
- The individual must be committed to the success of the Center;
- Experience as a past volunteer is an asset;
- Have strong professional boundaries and ethics;
- Possess basic computer skills (database management and word processing are a plus);
- Be sensitive to issues of confidentiality and diversity;
- Possess record keeping and organizational skills;
- Be proficient at written and oral communication;
- Be flexible with respect to hours when necessary (may involve some evenings and weekends);
- Be available during our normal business hours.

### Interested? We hope so!

Contact Patt Belisle at the numbers below to schedule an interview.

**Middletown Arts Center**  
**130 North Verity Parkway**  
**Middletown, OH 45042**  
**513/424-2417**  
**[www.middletownartscenter.com](http://www.middletownartscenter.com)**