



Volunteer Position Description

Art Exhibit Planner

Purpose of the Role:

- To promote the exhibition of the works of local artisans
- To increase awareness of the RCM through local art
- To increase the awareness of the World Heritage status of the RC

Location:

- At the RCM, Smiths Falls

Duties and Responsibilities

- Recruit new artists to exhibit art at the Rideau Canal Museum (RCM)
- Prepare exhibit space
- Display art work
- Promote exhibit in the community

Time Requirements:

- 2-3 hours per month (or more during exhibit times)

Skills and Qualifications Required

- Volunteer must have flair for and interest in local art
- Knowledge of local artisans
- Ability to present art

Benefits:

- Volunteer will improve/develop appreciation for art, increase their knowledge of the canal, its history and features
- Volunteer will be part of the World Heritage Site promotion,
- Enables RCM to improve its community profile/niche in community
- Enables for education of the general public re: local art and cultural history

Orientation and Training

Provided by the RCM Manager or volunteer co-ordinator:

- Familiarization of the museum, policies, programs and procedures
- Tour of the museum and its facilities
- Training on volunteer policies and procedures



Level of Screening Required

- Application and Interest Form Completed
- Interview Completed (can be conducted by telephone)
- 1 personal reference/recommendation check completed
- Criminal Records Check may be required

Supervision

- To be provided by RCM Manager

Safety Considerations/Precautions

- All volunteers will take into consideration and act in accordance with health and safety policies and best practices in the execution of their task

Date description developed:

March 2010

Date reviewed/revised: