



Bateman Foundation

CONNECT IN NATURE. INSPIRE OUR WORLD.

Volunteer Application Form

Full name	
Pronouns	
Address	
Email	
Phone number	

What positions are you interested in? Select all that apply. Volunteer descriptions can be found on the following pages.

- | | | | |
|--------------------------------|--------------------------|---------------------------------------|--------------------------|
| Gallery - Front Desk | <input type="checkbox"/> | Gallery - Programming | <input type="checkbox"/> |
| Gallery - Collections | <input type="checkbox"/> | Gallery - Docent and Tour guide | <input type="checkbox"/> |
| Gallery - Special Events | <input type="checkbox"/> | Gallery - Collections assistance | <input type="checkbox"/> |
| Gallery - Shop | <input type="checkbox"/> | Learning - Education events | <input type="checkbox"/> |
| Learning - Naturalist | <input type="checkbox"/> | Learning - Nature Walks guide | <input type="checkbox"/> |
| Marketing - Admin | <input type="checkbox"/> | Marketing - Copywriter/blog | <input type="checkbox"/> |
| Marketing - Event photographer | <input type="checkbox"/> | Marketing - Poster/flyer distribution | <input type="checkbox"/> |

Marketing - Community Outreach Fundraising - Event Support

Fundraising - Mailouts Fundraising - Campaign support

Fundraising - Grant writing

Please tell us about previous work, experience or education that would benefit you for this role.

Why are you interested in volunteering with the Bateman Foundation?

Do you have any skills you would like to put into practice while volunteering with the Bateman Foundation, (copywriting, photography, storytelling, spread sheets, events listing, organizational)?

Do you have any physical limitations, (Ex. heavy lifting, inability to stand for a long period of time, etc.)?

How did you hear about this opportunity?

When would you be available to volunteer?

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>Closed</i>	<i>Closed</i>					

Gallery is open from 10:00 am to 4:00 pm, from Tuesday to Saturday.

Please send this application to volunteer@batemanfoundation.org

There are many roles that a volunteer can have within the Bateman Foundation. Below are examples of positions and responsibilities that could be available at any given time.

1. Docent Volunteer:

- A friendly face and source of information for our visitors, docents are responsible for interacting with the public, answering questions, and ensuring the safety of the artwork in the gallery.
- Docents are an extension of the front-line staff.
- Docents share their acquired knowledge of Robert Bateman - his life, art, inspirations, and philosophy, with visitors
- They may also be requested to help with simple administrative tasks (wrapping calendars, folding booklets, etc.), and minor clean-ups (sweeping small debris from the gallery floor, etc.).
- Comfortable speaking with the public

2. Gallery Tour Guide Volunteer:

- A great opportunity to converse, socialise, and share your passion for art.
- For people who would like to provide face-to-face tours of our gallery space (+/- 45 minutes long), with a focus on Robert Bateman and his works and special exhibitions currently showing at the gallery.

3. Gallery Maintenance Volunteer:

- Gallery maintenance volunteers would ideally be a handy person that assists staff in maintenance and in building/installing exhibits and displays
- Volunteer requires experience in painting, construction, and possibly electrical work (certificate required)

4. Special Events Volunteer:

- An events volunteer would assist in facilitating after hour events.
- Special Events Volunteers are responsible for the safety of the artwork and the gallery. Some clean-up duties are included (bussing dirty dishes, collecting unwanted garbage, etc.).
- Ideally a support volunteer would be available for the whole event /rental
- Assist in crowd control, set up/take down, protecting artwork
- Comfortable speaking with the public and have general knowledge about Robert Bateman and current exhibits.

5. Front of the house volunteer:

- Giving support to front of the house staff, attending the gallery desk, giving information about our exhibitions
- Providing information about the Foundation and our core values
- Attending the desk and admissions

6. Nature Walk Volunteer:
 - Volunteers to help with our nature walks. Attending these walks to ensure a more interactive and attentive experience.
 - Nature walks could include sketching sessions and interactions with younger, older, and many kinds of people.

7. Outreach Volunteer:
 - They would assist in Bateman Foundation promotions by handing out pamphlets and other materials to specific downtown Victoria locations.
 - In the summer, the volunteer mans the outdoor promotional bird cart and interacting with visitors, while showing them our monthly Newsletters, Memberships, and Public Programming, e.g. Sketch Club information
 - Help hand out information about the Foundation around the Inner Harbour.
 - Must be comfortable speaking with the public and sharing knowledge of The Bateman Foundation and programs.

8. Retail Volunteer:
 - Retail volunteers help provide backup for internet order processing, wrapping packages and collecting merchandise ready for the Retail Manager to process.
 - They may also occasionally assist on busy event days in the Gift Shop by helping staff to introduce customers to a wide variety of locally made artwork and Robert Bateman merchandise.
 - Some retail experience preferred if working directly with customers

9. Public Programming Volunteer:
 - Our public programming/education volunteers would help the program manager in preparation and execution of the gallery's education programs geared to fostering a love of nature.
 - Must be comfortable interacting with youth and have interest in education, particularly related to art and/or nature.
 - Assist the Program Manager with the preparation of school education programs and gallery education programs.

10. Social Media Volunteer:
 - Assists with the creation of social media content with our team and spreading the virtual word about the Bateman Foundation and its many projects.
 - Can be done off-site and in an online capacity.
 - A great way to use computer skills in support of the Foundation.

11. Copywriter Volunteer:
 - Assists in writing compelling marketing and promotional materials for a wide variety of products and services within the realm of the foundation.

- Edit and proof work to ensure high editorial standards are met across all content outputs.
- Can be done off-site and in an online/virtual capacity.

12. Website Developer Volunteer:

- Assists in optimising the website to ensure KPIs are tightly aligned with marketing objectives.
- Has experience with data analysis, SEO, CMS, and new initiatives to drive growth.
- Can be done off-site and in an online/virtual capacity.
- A great way to use your computer skills in support of the Foundation.

The successes of our programs depend in large part on the dedication and passion of our volunteers. The specific role of the volunteer can be varied, but it all comes down to supporting the Bateman Foundation and our core values.