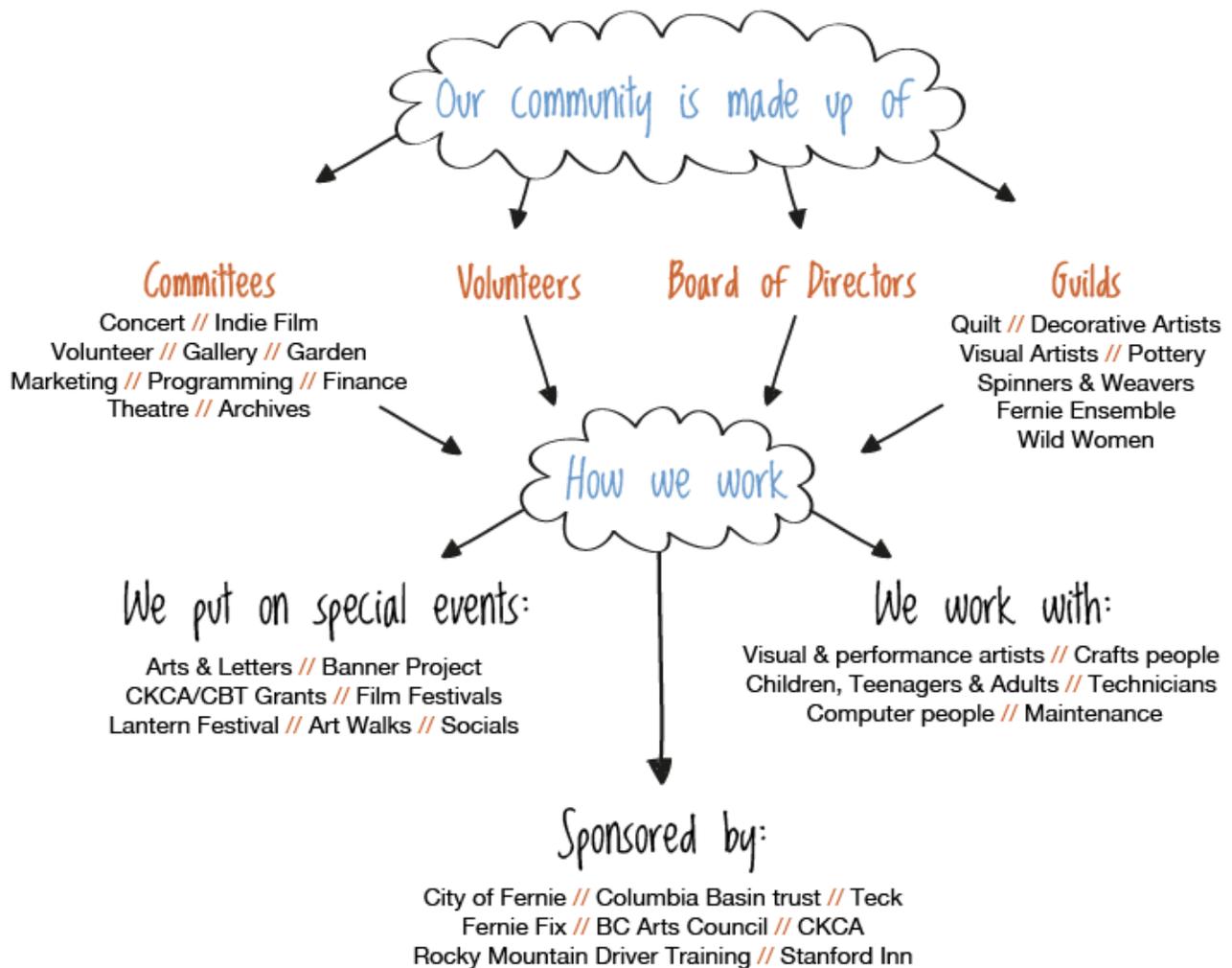




The Fernie and District Arts Council – or The Arts Station, as we’re better known – consists of a volunteer Board of Directors, an Administrator and Assistant, as well as a group of dedicated volunteers. We are passionate about enhancing arts and culture and about offering a broad range of artistic and cultural opportunities to the residents of the Elk Valley.



We are a registered not-for-profit society and we depend heavily on volunteers to achieve our objectives. From our many committees and Board of Directors, to the posters you see in shop windows and ticket sales at events, our volunteers enable us to offer a wide range of programs and activities within a limited budget. With the help of our members and volunteers, the possibilities are endless.

We wouldn't be able to operate as effectively without the hours offered by our volunteers, but we also realize that everyone is different. With this in mind, we match the interests of our prospective volunteers with the needs of The Arts Station so everyone wins and everyone stays inspired! If you have an hour every few months or you would like to be involved on a regular basis, every contribution is appreciated.

One of the many benefits of volunteerism is the ability to gain experience in areas outside your typical realm of expertise. If there is an area you'd like to explore, let us know! Becoming involved in new endeavours is a great way to enhance your resume and develop personal skills. In addition, when you help out at an event, you will meet lots of like-minded people and get a feel for the community. Other advantages may include free admission to an event, space permitting.

## **THE ARTS STATION**

### **Committees, Programs and Events**

Committees are organized groups run by volunteers. They help develop, organize and deliver programs and events on behalf of The Arts Station and we are always looking for people to help out.

#### **Committees:**

- **Concert Committee:** Between 8 and 12 concerts are presented during the fall and winter Concert Series. This committee takes care of bookings, promotion, front-of-house and management of each show in its entirety, including sound and light technology.
- **Indie Films Fernie (IFF):** This committee screens one independent film each month during the fall and winter at the Vogue Theatre. The selection, promotion, ticketing, screening and management of each of the 8 movies are handled by this group.
- **Volunteer Committee:** Not only is this committee responsible for recruiting, retaining and organizing volunteers, it also recognizes the contributions made by volunteers with a special event once a year.
- **Gallery Committee:** From the solicitation of artists and jurying submissions to the shows' programming and promotion, this group handles all the areas which are required to successfully deliver a monthly art exhibit (including hanging and taking down art).
- **Garden:** This committee is responsible for helping plant the flower bed in front of the Station and barrels on the deck, watering and weeding for one week, and then putting these areas to bed for the winter.
- **Marketing:** Committee members will participate in marketing, promoting and advertising programs and events as well as raising the profile of The Arts Station.
- **Programming:** This committee is charged with developing a strategic approach to planning programming including taking into account community needs, revenue generation opportunities, resources and image in the community.
- **Finance:** The Finance Committee's objectives are to set budgets, secure funding and ensure transparency and a high standard of ethics in revenue generation and financial management.
- **Theatre:** This committee allows members to get involved with the many facets of theatre from acting, stage design, directing, producing, costume, and helping decide on the plays and productions. The Station has both a children's program and adult theatre.
- **Archives:** This committee will establish and maintain Archives for The Arts Station. It will include determining the method to be used and then establishing the system. All information from the history of the Station has been collected in order to make this happen.

## **Programs and Events:**

Below is sample of some of the larger events that The Arts Station develops and delivers. Events such as these require a lot of planning and co-ordination and we are always looking for volunteers to assist. There is lots of fun to be had and new people to meet when you participate.

- **Arts & Letters:** Every two years the Fernie Heritage Library and The Arts Station combine resources to organize a fundraising gala evening. There is a multi-course dinner and a live and silent auction, amongst other activities.
- **Banner Project:** Every year the Arts Station joins with the City of Fernie to hold a juried art competition that results in 35 banners. These banners are hung on the lamp posts on Main Street for a year and then on Highway 3 for a year, honouring our wonderful community of artists.
- **Volunteer Recognition:** Once a year the Arts Station volunteers are recognized at an event at The Arts Station.
- **Lantern Festival:** Every two years The Arts Station invites the community to take part in a celebration of light. Everyone is encouraged to create their own paper lantern and participate in a parade and gathering with fireworks a bonfire and fire-twirlers.

## **General Volunteer Opportunities:**

If you only have time to volunteer a few hours a month or a few hours in total, there are many areas where we could use your help: putting up posters, general maintenance (painting, etc.), general office duties, front-of-house for events, special event assistance and much more.

## **THE ARTS STATION – RESPONSIBILITIES TO VOLUNTEERS**

1. Orientation to the field in which you have chosen to volunteer and sufficient training/instruction to help you succeed.
2. Resources and tools to get the job done.
3. Timeframes and dates within which to complete the task.
4. People to work with and help accomplish common goals.
5. Communication regarding all aspects of the volunteer process and work.
6. Appreciation to you from staff, the Board of Directors and the people with whom you are working

## **VOLUNTEER RESPONSIBILITIES**

1. To provide us with the knowledge about your skills and interests so that we might use your energy more productively.
2. To give us the benefit of your insight, recommendations and expectations.
3. To communicate with team members.
4. To notify the Administrator or Assistant to the Administrator if you are unable to fulfill your volunteer tasks in sufficient time for a replacement to be found.
5. To provide feedback to the Administrator or Assistant to the Administrator on your volunteer experience.

If you'd like to volunteer, please fill-in our online [volunteer questionnaire at this link](#) so we can find out a little bit more about what you are interested in.