



FCA VOLUNTEER ORIENTATION PACKAGE



Federation of Canadian Artists
1241 Cartwright Street, Vancouver, BC



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Welcome Volunteers!

Thank you for your interest in volunteering with the Federation of Canadian Artists (FCA)! The work we do at FCA greatly relies on the commitment and support of our volunteers. Your fresh perspectives, enthusiasm, and skills are incredibly valuable to us.

This orientation package is intended to help you get acquainted with the FCA and our volunteer program. Inside, you'll find details about the FCA, volunteer procedures, an overview of the volunteer program, and relevant policies.

We are excited to welcome you to the FCA volunteer team!

Kind regards,

Ellie Chung
Gallery Manager



About the Federation Who we are and what we do!

Canada's largest Non-Profit Visual Arts Service Organization

Founded in 1941 by members of the Group of Seven, the Federation exists today to support and promote emerging and established visual artists. We do this through the provision of education, exhibition, and networking opportunities.

The Federation Gallery has been on Granville Island since 1993 and hosts between 20-24 in-gallery exhibitions annually, with additional online-only exhibitions. That's more exhibitions annually than any other art gallery in Canada.

The Federation prides itself on standards. We are governed by a board of artists and art enthusiasts and have a Standards Committee to ensure that artists are challenging themselves to improve in their practice.

The Federation has four levels of membership: Supporting, Exhibiting, Associate (AFCA), and Signature (SFCA). Supporting membership is open to everyone who wants to support our charity. Exhibiting, AFCA, and SFCA are juried memberships. To obtain them, artists must meet certain criteria, have a track record of involvement in our exhibitions, and present portfolios of artwork to be juried by a panel of peers.

In addition to our gallery on Granville Island, we have 14 Chapters across BC, Alberta, and Ontario that operate as groups under our umbrella. They host their own exhibitions, classes, and workshops.

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Volunteer Program Philosophy

Dedicated volunteers are essential to the FCA's success. We rely on volunteers for many aspects of our daily operations, events, and campaigns, as we are committed to providing opportunities for community involvement.

The FCA offers a variety of roles at different levels, including gallery operations, event coordination, communications, arts administration, and more. By contributing your time and skills, you can make a significant impact on the contemporary art community.

We prioritize the physical and mental well-being of our volunteers. The FCA is committed to maintaining a safe and comfortable work environment and accommodating volunteers' needs as much as possible.

Volunteer Rights and Responsibilities

Volunteer rights

- Being assigned tasks and duties that are reflective of their skills and interests, along with the opportunities to develop new skills
- Being provided with appropriate training, orientation, supervision, and feedback
- Expecting that their time will be maximized and working in a welcoming, inclusive environment
- Being trusted with confidential information that helps them carry out assignments
- Being treated fairly and with respect
- Having a chance to offer suggestions and to be heard
- Expecting valid recommendations and encouragement from their supervisor(s)
- Being given appropriate recognition for their contributions

Volunteer responsibilities

- Following the FCA's volunteer policies and procedures
- Serving as an ambassador and advocate for the FCA
- Acting with professionalism, respect, and integrity when assisting all FCA stakeholders
- Participating in training, orientation, and meetings as needed
- Accepting guidance and supervision from the person in charge of volunteers
- Being considerate, respecting differences in volunteers, staff, and other stakeholders, and working as a part of a team with these members
- Notifying the FCA as early as possible of absence or inability to carry out their role



Procedures

Orientation and Training

All volunteers must receive training and general orientation before starting their first shift.

Before their first shift, volunteers will be asked to participate in the volunteer orientation. During the orientation, the prospective volunteers will complete the FCA's Emergency Contact Form and Confidentiality Agreement.

Scheduling

When opportunities are available, the volunteer newsletter will be sent out to the volunteers.

Volunteers who would like to sign up for any of the opportunities can reply to the email based on their availability and their fit for the specific tasks. The FCA will then follow up with the volunteer schedule accordingly. We would like to provide opportunities for as many volunteers as possible. Hence, the FCA will not guarantee that all the requested shifts will be fulfilled.

If the volunteers need to cancel a shift due to illness or emergency, please email fcagallery@artists.ca to notify us of your absence as soon as possible.

Volunteer Timesheets

Upon completion of the daily shift, volunteers will fill out the volunteer timesheet to record the date, roles/duties, and time in and out.



Procedures

Termination

If a volunteer fails to show up for or cancels less than 12 hours before the scheduled shift more than three times, their status as an FCA volunteer will be terminated at the FCA's discretion. A verbal warning will be communicated upon failure to show up twice.

Volunteer Recognition

Artwork Purchase Discount

After the completion of 150 volunteer hours or more, volunteers in good standing will receive a 5% discount on their purchases from the Federation Gallery. After the completion of 300 volunteer hours, volunteers in good standing will receive a 10% discount on their purchases from the Federation Gallery. To ensure proper processing of the discount, volunteers must notify FCA staff of their completed hours at least two weeks in advance.

Program Discount

After the completion of 150 volunteer hours or more, volunteers in good standing will receive a 5% discount on selected FCA program enrollment. To ensure proper processing of the discount, volunteers must notify FCA staff of their completed hours at least two weeks in advance.

Reference Letter

After the completion of 200 volunteer hours or more, volunteers in good standing can request a volunteer reference letter from the Gallery Coordinator. The request should be submitted with at least two weeks' notice for the letter to be prepared.

LinkedIn Endorsement

After the completion of 200 volunteer hours or more, volunteers in good standing can request a LinkedIn Skill Endorsement from the FCA. The skills that are relevant to the volunteers' contribution to the FCA will be endorsed. Volunteers must notify FCA staff of their completed hours at least two weeks in advance.

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Volunteer Recognition

Volunteer Appreciation Party

All volunteers are invited to the FCA's volunteer appreciation party at the Federation Gallery. Come meet the team and enjoy light refreshments and drinks with us.



Volunteer Opportunities

FCA Ambassador

FCA Ambassadors play an important role in visitor management. FCA Ambassadors are responsible for greeting visitors, answering questions, keeping track of records, sending out award certificates to the artists, and providing information on the FCA and our exhibitions to the public.

FCA Ambassadors should be interested in learning and sharing about the FCA exhibitions and artists, and conduct themselves in a friendly manner. In addition to attending the gallery, we often engage FCA Ambassadors with a variety of administration-related tasks.

Installation Assistant

Installation Assistants assist our gallery staff with the installation and/or de-installation of artwork. Tasks include wall patching and painting, installing hanging hardware, art unpacking and packing, and other safe and low-risk tasks.

Shifts are periodic, occurring on installation and deinstallation days prior to and after exhibitions.

Event Assistant

Event Assistants help run the FCA's events from set-up to clean-up and everything in between, including photographing, guest interaction, and serving.

Event Assistants should be friendly, attentive, and capable of working well in a fast-paced, public-facing environment. Serving It Right



Volunteer Opportunities

Certification is a strong asset. This is a wonderful opportunity to interact with the FCA artists, patrons, members, and other guests.

Digital Program Host

Digital Hosts play a vital role in facilitating and providing technical support for our online programs, including workshops, mentorship programs, and critique sessions. This position involves managing virtual event tech, offering real-time assistance to students and instructors, and ensuring a smooth online experience.

Digital Hosts enhance the quality of our digital programs, making it a great opportunity for those interested in the intersection of technology and education in the cultural sector. Your support will be crucial in maintaining an engaging online learning environment and connecting our artist community.

Administrative Assistant

Administration Assistants support the Gallery staff with a variety of administrative needs, such as data entry, filing, and marketing, to name a few. This is an excellent opportunity to learn the operation of an art gallery for those wishing to take a part in the cultural sector for their career.

Assisting with day-to-day administrative tasks, Administrative Assistants ensure the FCA is keeping connected with our artist community.



Volunteer Opportunities

Art Handling Assistant

Art Handling Assistants play a crucial role in the ‘ins’ and ‘outs’ of all the artworks featured in the FCA.

Art Handling Assistants get hands-on experience in the back-end operations of each exhibition with the duties including but not limited to artwork labeling, storing, boxing and unboxing, shipment measurements, artwork wrapping, and any other art handling and facility-related duties.

Social Media/Communication Assistant

Social Media/Communication Assistants play a key role in the behind-the-scenes communication efforts of the FCA.

Social Media/Communication Assistants will gain valuable experience in digital content creation and management. Duties will include drafting thank-you letters and social media posts, capturing and creating engaging content such as artwork close-ups and event videos, as well as organizing and transferring photos to designated files post-event, ensuring smooth digital operations.