

QUEST ART Administrative Assistant

WHAT IS IT?

We are getting ready to re-open and we need your help! As we welcome the public back to our home in **August**, we are looking for a volunteer to act as an Administrative Assistant.

WHY IS QUEST DOING THIS?

- As a registered Charitable Organization, we have limited staff resources, which is augmented with grant funding for students and graduates from a range of Art Programs. Quest Art is fortunate to have such varied talent amongst its staff, and makes excellent use of their diverse specialties.
- Collectively, this group plans and executes a wide variety of programs and initiatives in our community, ranging from Art instruction, Career building skills development for youth, Artist Residencies, Exhibitions, Public Art installations, Videography, Outreach support for groups such as The Alzheimer Society, and much, much more.
- We would like to support staff efforts with a volunteer Administrative Assistant.

HOW DOES QUEST NEED MY HELP?

- The Administrative Assistant would work with Quest Art's Director.
- The volunteer should be detail orientated and willing to commit to roughly 3 hours per week.
- Duties would include filing, delivery of materials to community partners, cataloguing and organizing research files.

WHEN AND WHERE AM I NEEDED?

- Work would be based out of Quest Art's spaces in the Midland Cultural Centre, and may include visiting community partner locations.

WHO SHOULD I CONTACT?

If you enjoy Art and are interested in volunteering on the Quest team as an Administration Assistant, please reach out to our **Director Virginia Eichhorn** with an email, using the subject line **ADMINASSIST**.

Virginia Eichhorn
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