Volunteer

Volunteer Opportunities to Promote the Arts in Greater New Britain

The Greater New Britain Arts Alliance and all of its member organizations have an abundance of opportunities for those interested in the arts to volunteer their time. Explore the information on our arts organizations and feel free to contact one of them directly according to your interests and capabilities. To volunteer to assist with the work of GNBAA itself, or for assistance in selecting an organization to help, please contact the GNBAA Executive Director at (860) 832-8299 or GNBAA@NewBritainArts.org.

The Greater New Britain Arts Alliance promotes the arts in central Connecticut by providing a unified voice for the arts organizations, serving as a catalyst for arts-related collaborations, nurturing individual creative abilities, and advocating the arts as vital to the economic health and quality of life in the region. We are always looking for people to help with our efforts. Some available volunteer positions are listed below. We offer high school and college internships, can tailor a volunteer position to the volunteer's interests and capabilities, or are happy to have help on an occasional basis with a variety of tasks.

Gallery & Hospitality Volunteer
Duties: Welcome those who come to the Visitors' Center and/or DOWNTOWN GALLERY and help answer questions
Availability: Any day of the week between 9 a.m. to 9 p.m. We are especially looking for help on weekends and evenings in order to keep the DOWNTOWN GALLERY open at those times.
Time commitment: At least two hours a week.

Data Entry Volunteer
Duties: Entering contact and financial information into the GNBAA database. Volunteer needs to have basic familiarity with using a computer. Training will be provided on the use of our very simple data entry forms.
Availability: Can be done from off site location using volunteer's computer. If done in the GNBAA office our hours are M-F 9 a.m. to 5 p.m., Th until 9 p.m., Sat 10 a.m. to 2 p.m.
Time commitment: Completely flexible. A regular commitment to a specific time or occasional assistance are both fine.

Assistant Gallery Manager
Duties: Assist with the setting up of shows in the DOWNTOWN GALLERY. This might include prepping the walls from the last show and working with an artist or curator in hanging or arranging an exhibition.
Availability and time commitment: About once every six weeks this person would need to be able to be available for three or four hours, on average, possibly over a couple of days. Set up will sometimes be daytime and sometimes evening or weekend.

Exhibition Assistant
Duties: Assist with the setting up of a particular show in the DOWNTOWN GALLERY. This may include prepping the walls from the last show and then working with an artist or curator in hanging or arranging an exhibition.
Availability and time commitment: Exhibitions are mounted about once every six weeks. Set up typically involves three or four hours sometimes extending over a couple of days. Set up will sometimes be daytime and sometimes evening or weekend.

Arts Marketing Assistant
Duties: The volunteer will work with the GNBAA Arts Marketing Associate. Activities can include compiling and updating media lists, contacting arts organizations to get information on their events and programs, doing events and program data entry, and distributing brochures, posters, and flyers.
Availability: Much of the work be done off site location using the volunteer's computer. If done in the GNBAA office our hours are M-F 9 a.m. to 5 p.m., Th until 9 p.m., Sat 10 a.m. to 2 p.m.
Time commitment: Completely flexible. A regular commitment to a specific time or occasional assistance are both fine.

Arts Outreach Assistant
Duties: A lot of the work of the GNBAA involves being in contact with artists and other individuals, representatives of organizations, and businesses. Under the direction of the Executive Director the volunteer would help with telephone, email, and postal communications.
Availability: This work would need to be done from the GNBAA office during normal business hours.
Time Commitment: Minimum one hour a week.

GNBAA Membership Assistant
Duties: Work with the GNBAA Executive Director and the Chair of the GNBAA Membership Committee to keep membership records up to date and send out renewal notices. Familiarity with database management and merge documents would be helpful but is not necessary.

Availability: This work would need to be done from the GNBAA office during normal business hours.
Time Commitment: Minimum one hour a week.

Arts Advocacy Assistant
Duties: Work with the GNBAA Executive Director and the Chair of the GNBAA Government Relations Committee to maintain and further develop contact with local, state, and national political leaders in order to advocate for arts
Availability: Can be done from off site location using volunteer's computer. If done in the GNBAA office our hours are M-F 9 a.m. to 5 p.m., Th until 9 p.m., Sat 10 a.m. to 2 p.m.
Time Commitment: Minimum one hour a week or on a project basis.

Administrative Assistant
Duties: General assistance with the maintenance of the GNBAA office depending upon the capabilities and interests of the volunteer.
Availability: This work would need to be done from the GNBAA office during normal business hours.
Time Commitment: Minimum one hour a week.

Internships
The GNBAA can provide internships for high school or college students looking for experience working in the arts or with a nonprofit organization. The internship can be designed to accommodate both the interests of the student and the needs of the GNBAA. The GNBAA has established relationships with many of the departments and faculty at New Britain High School and Central Connecticut State University and can work with students to set up internships at other area high schools and colleges as well. GNBAA internships may qualify for course credit. The GNBAA can be flexible and accommodate the schedule of the student and the also the requirements of the school.