

## VOLUNTEER: Giving Back & Getting Back!



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*Replies to email inquiries may take up to  
72 hours*

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### **Introduction**

Want to join other artists and art lovers to help bring together the Napa Valley community? Arts Council Napa Valley is looking to update and activate the volunteer roster. We have a lot of new and exciting projects underway and would love your support to make it all happen!

Volunteering is an integral part of Arts Council Napa Valley and the best way to get involved in what is happening around town! From helping out in the office, to taking art to the streets, we rely on the support of our fans and members to help with the ins-and-outs of our organization and to act as stewards for keeping art alive and building our local cultural heritage. Please see all the opportunities to get involved with Arts Council Napa Valley and help us continue the prosperity of art in the Valley.

## Benefits

Gain the benefits of hands on arts administration experience while volunteering your way to membership! Volunteers who have accumulated 10 hours over a one-year period with Arts Council qualify for a free Community Culture Pass! Volunteers with 30 hours of service over a one-year period qualify for a free Professional Resource Pass!

## How to Get Involved

Make sure to check out our website for up-to-date opportunities for involvement at [ArtsCouncilNapaValley.org](http://ArtsCouncilNapaValley.org). Decide what you want to do and get in touch!

- \* Event Assistance
- \* Marketing & PR
- \* Facilities Database
- \* Office Assistance
- \* TV Production Crew

Please email us the your name and contact Info, volunteer interests, office skills and or disciplines and availability to [Christy@artscouncilnv.org](mailto:Christy@artscouncilnv.org).

# Task Instructions

## Facebook Updates

- 1) Find event on <http://www.nvarts.org> --- particularly coming up in the evening or the next day, click on the event detail.
- 2) Click on the "Permalink" link that is in the lower right corner and copy the URL in the Web browser URL field.
- 3) Download the photo for the event on the event detail page (right click save as)
- 4) Write catchy intro no more than about 3 lines, and post the link right under the short paragraph (typically we just copy and past the event title and tweak it a little)
- 5) Upload photo

For reference, check out previous updates and you can get a jist about what I'm talking about. We download and upload photos for each event posting as it makes the events stand out and look much more intriguing.

## Calendar Submissions

- 1) Check volunteer email for events needing to be added (please check that you are not adding a duplicate)
- 2) Submit events to nvarts.org using "submit event" button
- 3) Whenever possible, please include an image(s) for the event – follow instructions on the site
- 4) Write catchy title no more for the event and include description, contact info, and any available links
- 5) Click "Submit" and you're done!

For reference, check out NVarts.org calendar events – click on an event to see detail

## Opportunities Submissions

Please request login info from Kristine: [Kristine@artscouncilnv.org](mailto:Kristine@artscouncilnv.org)

BEFORE POSTING AN OPP PLEASE CHECK THE SITE TO AVOID DUPLICATES! Thanks!!

- 1) Click on Manage Classifieds
- 2) Start Title with Deadline eg: 02/17/2010 Deadline: title
- 3) Set Exp to when deadline happens
- 4) If ongoing type that first in title
- 5) Click Approved
- 6) Paste Opps from emails sent to [volunteer@artscouncilnv.org](mailto:volunteer@artscouncilnv.org)
- 7) Click most appropriate category
- 8) Submit

View here: <http://www.artscouncilnapavalley.org/portal/opps.shtml>

## Artist Registry

### About the Artist Registry

<http://www.artscouncilnapavalley.org/portal/registry.shtml>

**The Registry:** <http://www.artscouncilnapavalley.org/admire/artists.shtml>

Netflow Backroom: <https://napi.net-flow.com/artscouncilnapavalley.org/index.html>

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The artist is required to fill out an online Artist Registry form to submit their data and email their images. You will get the form which will be your notification that an artist has submitted their information.

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Under Manage Contacts, click **Manage Clients**

Type in full name or last name of artist to search for the artist in the database.

>Click on **Business tab**

Under Fax, is where we inserted the expiration date of when the artist data should come down off the site (one-year live). Check to see if this date has not already expired. If OK, proceed...

>Click **Personal tab**

This is where the Artist Statement and images are input.

### Images

There are two methods of inputting the data, either using the Netflow image uploader which is very slow or manually FTP'ing and copying and pasting the image code in the "source" tab (I do this method because it's a lot faster than dealing with Netflow's slow system). You can do whichever method you'd like. The images need be 400pixels wide max (so you will need to check the images to make sure they artist did this). If not, email the artist back and politely let them know they need to either find a friend or use a service to prepare their images properly (no more than 400 pixels wide, jpg, 72 dpi).

### Thumbnail

You will also need to manually make a thumbnail image for the artist which is sized at 150x100 pixels. The Registry Form states which image should be the thumbnail (the last statement on the form). This gets uploaded under the "Personal" tab at the bottom where it says, "Choose file".

>Click **Groups tab**

Select the discipline such as 2-D, Glass, Photography that the artist focuses on.

>Click **Submit** and check site to make sure if OK. If everything OK, send "Registry Complete" form letter. I make this a "Canned Response" in my Gmail account or a "Signature".

## Membership Processing

Please check with Olivia before proceeding

- 1) Collect current incoming membership packets from Olivia's desk inbox
- 2) Read the task sticker on the front invoice page for what the outgoing packet should include
- 3) Assemble membership benefits information including: bookmark, NVarts.org card, CA license plate brochure, benefits sheet, and Fractured Atlas info sheet (as applicable)
- 4) Address a letter sized ACNV envelope using information on receipt
- 5) Create a membership acknowledgement letter and card for each new member
  - a. Go to "Membership" folder in "Documents" and open the corresponding letter template (Be sure to check the type of membership and match to template)
  - b. When editing the template be sure to change the *Dear field, date, membership number, and member name*
  - c. Load membership card stock paper in Tray 2, facedown
  - d. PRINT DOUBLE SIDED, BLACK AND WHITE, from TRAY 2
  - e. Assemble letter with it's corresponding packet and place in Kristina's inbox for signing
  - f. After signature, make a black and white regular paper copy of this signed letter
- 6) Assemble two packets from current information:
  - a. Packet for Member: original letter, color receipt, benefits and goodies – this gets folded into envelope, glued shut, and stamped using Pitney-Bowes
  - b. Packet for ACNV: copy of letter, copy of payment, copy of receipt, copy of donation acknowledgment – this gets placed in FileMaker folder for entry to our database