

Volunteering Quick Reference Guide

Assist with fundraising:

- Identify possible foundation, corporate, and individual donors;
- Help make applications;
- Helping inform your company's giving department about Array's charitable activities and need for support;
- Custom create with Array's Board Chair and management team, and organize, a VIP event in your house to inspire and inform your friends about Array's arts activities and case for support.

Pitch in at an Array Ensemble concert:

- Help prepare the space for public concert reception (set out chairs, distribute concert programs, sweep and vacuum, place signage, etc.);
- Handle ticket sales at the box office;
- Assist concert production duties;
- Bartending, including setting up bar and serving (Smartserve Certificate required);
- Bussing the room at post-concert receptions (Smartserve Certificate required).

Help promote Array!

- Promote concerts, Array's space, and our music production services by postcards, posters and other notices to the shops, schools and galleries in your neighbourhood and/or workplace;

- alert any media you might know who can help spread the word about upcoming Array events;
- help grow Array’s social media base.

Assist with a ‘digitization’ project; use Array’s equipment to scan and transfer past archival concert marketing and communications materials to digital formats.

Help organize and catalogue Arraymusic’s vinyl / album collection.

Help with regular cleaning and tidying duties.

Assist administrative duties: filing, organizing, etc.

Volunteer to learn how to use Array’s new video gear and train with our House & Production Manager as workshops permit.

Volunteer to lend sound and / or video recording expertise.

Help organize Array’s Library of Scores – review, digitize and file scores with assistance from Array’s Artistic Director.

Photograph events.

Provide on-going assistance to Array’s House & Production Manager as-needed – set up audio and video recordings for Array Space clients, etc.

Help identify and secure purchasing deals or in-kind donations on regularly needed items (photocopy paper, disposable coffee cups, folding chairs, a fridge, paint, etc.).

Help secure more volunteers.

Give us a ring at: 416.532.3019

Or email: Sandra Bell, General Manager

admin@arraymusic.com