



Development Support

MOV is recruiting volunteers with fundraising and special event management skills to help with fundraising activities for Spring 2012. If you like our Vision and want to be part of building a strong financial foundation to support MOV activities and initiatives, this is for you.

YOU ARE:

- Passionate about Vancouver!!
- Comfortable learning about all things MOV and talking about MOV with the public
- Willing to commit 2-3 days a month for a minimum of 6 months
- Interested in art, design, local history, sustainability and culture
- Comfortable speaking with strangers and asking for donations
- Experienced working with a wide range of team members required for the successful delivery of a major fundraising event.
- Able to work within established budgets and timelines
- Able to take direction from a supervisor and work effectively without direct supervision
- Willing to chip in and help with whatever needs doing

YOU WILL BE:

- Participating in MOV fundraising events by:
 - Looking for sponsored gifts for fundraisers
 - Taking on tasks as required to assist with fundraising event preparation
 - Participating in volunteer fundraising team planning sessions and/or meetings
 - Providing an extra pair of hands to help with the events
 - Working with a Marketing officer to define campaigns and outreach

WHAT WE EXPECT FROM YOU

- You will show up when you are scheduled and arrive on time
- You will be available from the last week of November to April 2012.
- You will volunteer for most (80%) of the activities you are asked to take on
- You will commit to 10 hours of volunteering per month
- You will be available some evenings and weekends
- You will approach your work with a positive attitude
- You will ensure your Supervisor has your correct contact information and will respond to any emails/phone calls within 48 hours

WHAT'S IN IT FOR YOU?

- Great experience working in a dynamic and progressive Museum
- The chance to see a fundraiser developed and implemented from beginning to end.
- The chance to support & promote MOV's Vision
- The chance to be a part of some of Vancouver's most popular events
- The opportunity to build your resume in fundraising and development in the cultural sector.
- Invitations to MOV exhibition opening parties
- Free access to MOV Galleries
- Access to MOV special events & public programs (free or member price)

WHO WILL YOU WORK WITH?

Kate Follington, MOV's Director of Development and Marketing. She will assign your tasks and make sure you have the information you need to get the job done. She will schedule, support and supervise volunteers involved in promoting MOV at community events and at MOV.

MOV's Marketing Officer, Amanda McCuaig, will lead marketing campaigns and will schedule, support and supervise volunteers involved in marketing MOV fundraising events.

HOW DO I APPLY?

Provide references who can speak to your skills relating to the position. We will want to know that you are reliable and punctual. If selected for an interview you will be required to demonstrate your willingness and ability to do this volunteer work. If selected to volunteer, you will be invited to a MOV Orientation Session for new volunteers.

Contact: Kate Follington directly if you have any specific questions,
kfollington@museumofvancouver.ca

OUR VISION:

To hold a mirror to the city and lead provocative conversations about its past, present and future.