



Volunteer Coordinator Position

The Bray is seeking a friendly, collaborative **Volunteer Coordinator**. This is an unpaid volunteer role working directly with Bray staff, to help recruit, welcome, train, and show appreciation for our volunteers. The successful candidate will be the leader of, and the champion for the people who lend their hands to The Bray, ensuring every volunteer feels supported, valued, and connected to our mission.

Organization

The Archie Bray Foundation for the Ceramic Arts (The Bray) is an internationally recognized arts organization located in Helena, Montana. Founded in 1951, The Bray is a public, nonprofit organization dedicated to the enrichment of the ceramic arts offering artist residencies, public exhibitions, ceramic supplies, and educational workshops and community classes for adults and children. The Bray's facilities include year-round and seasonal artist studios, education facility, sales gallery, rotating exhibition spaces, kiln facilities, administrative offices, and a retail ceramic supply operation.

Mission

The Archie Bray Foundation is actively committed to promoting, celebrating, and sustaining the ceramic arts through the residency program, education, gallery, ceramic materials and technology, and community engagement on a local, national, and international scale. In the words of Archie himself, the Bray makes available, *"for all who are seriously and sincerely interested in any of the branches of the ceramic arts, a fine place to work"*.

Summary of Responsibilities

Volunteers at The Bray support a variety of programs such as the gallery, administration, and events. We also welcome help with grounds, gardening, and light facilities maintenance. The majority of Bray volunteers help with events. Traditionally, those include:

- Annual Call for Volunteers Event in March
- Annual Pots & Plants Market the Saturday before Mothers' Day in May
- Brickyard Bash and Benefit Auction summer in late July
- Holiday Sale opening reception in November
- Exhibition receptions- there are typically 3-4 each year
- Annual Volunteer Appreciation event in September

The ideal candidate will have the time, organizational strengths, and personal qualities to thrive in our fast-paced, creative environment. This position is most active around the aforementioned events, but would also be included in appropriate planning meetings and interoffice communications.

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Position Responsibilities

- Work closely with Program Leads to place volunteers where and when needed
- Provide support for special events.
- Demonstrate professional conduct at all times.

Qualifications

- Passion for the arts
- Strong written, verbal and interpersonal skills
- Experience managing people
- Possess the skills to work with and motivate volunteers to best represent The Bray
- Focused, self-starter who can also work well with a small, hardworking staff
- Time management and flexibility with job duties
- Exhibit “follow through” on tasks and goals
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability

Hours

- Variable; weekend days and/or evenings will be required. This is an unpaid volunteer position.

How to Apply

To discuss how this role might fit your interests, please email admin@archiebray.org with your name, phone, address, and email, and we will reach out to set up a visit or phone call. Thank you for your interest in The Bray!