

# **ST. LOUIS ARTISTS' GUILD**

## **VOLUNTEER RECEPTIONIST OPPORTUNITIES**

**Friday's 11:45 a.m. - 4:15 p.m.**

**Sunday's 11:45 a.m. - 4:15 p.m.**

Volunteer receptionist cover the desk on Friday's and Sunday's at the Guild. A volunteer can offer to work once a month, twice a month, or every other month. Training is provided.

VERY FLEXIBLE AND FUN!

On Friday the receptionist will greet patrons, answer phones, and possibly help with any mailers the St. Louis Artists' Guild has to send. Staff is in house on Friday's so if the volunteer has any questions we are here to help. Friday's are generally slow. This is a great opportunity for students or an artist to get experience with an arts organization and possibly have time to study or work on an art project at the desk.

The Sunday volunteer will be working with a regular part time employee. Sunday's are generally busier with activities and patrons.

### **General Receptionist Responsibilities**

The St. Louis Artists' Guild is a warm, friendly organization. We encourage visitors, non-members, members, volunteers, students, artists and art lovers to enjoy art in our beautiful, inspiring building. As Gallery Receptionist, you set the tone for how people feel when they come to the Guild. Please greet them warmly as if they were guests in your own home. **Patrons are always No. 1**

- Answer phones
- Transfer calls to appropriate person or take messages
- Greet people who are visiting the Guild
- Count number of visitors who come into the Gallery and record in calendar/Gallery Attendance Sheet.
- Assist with Gift Shop sales
- Assist with artwork sales
- Proofread, stuff envelopes for memberships, mailings, etc.
- Have fun seeing old friends and meeting others with similar interests.

Please contact Robyn Conroy, Gallery Director to volunteer or if you have any questions. Thank you for your interest in the St. Louis Artists' Guild and we hope you join us in welcoming patrons to our beautiful facility in Oak Knoll.

Robyn Conroy  
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*St. Louis Artists' Guild*  
*Established 1886*