

## The Society of Arts and Crafts



Peter Houk

## The Society of Arts and Crafts

Established in 1897, The Society of Arts and Crafts (SAC) supports excellence in crafts by encouraging the creation and collection of the work of craft artists and by educating and promoting public appreciation of contemporary craft in clay, glass, metal, jewelry, wood/furniture, fiber, mixed media, and sculpture.



Carolyn Morris Bach



Michael & Maureen Banner



Mitch Ryerson



Joyce Utting Schutter

## Programs and Services

- **Retail Gallery** supports over two hundred craft artists from across North America through the sale of their work.
- **CRAFTBOSTON** is an annual exhibition and sale of contemporary craft.
- **SAC Artists Awards** program distributes four cash grants to New England artists and includes an exhibition of recipients' work.
- **Medal for Excellence in Craft Award** recognizes individuals who have made a significant impact on the craft community.
- **Exhibition Program** includes four curated exhibitions per year in all media.
- **Artist Mentor Program** provides business training and support for emerging artists.

## VOLUNTEER PROGRAM

For further information please visit:  
[www.societyofcrafts.org](http://www.societyofcrafts.org)  
[www.craftboston.org](http://www.craftboston.org)

If you are interested in becoming an SAC Volunteer, please fill out the application form and return to:



SAC Volunteer Coordinator  
175 Newbury Street  
Boston, MA 02116  
Tel: 617.266.1810  
Fax: 617.266.1654

# VOLUNTEER OPPORTUNITIES

## **Customer Relations & Sales**

- Retail Gallery: greet customers, assist with purchases, process sales.
- Exhibition Gallery Attendant: greet customers, assist with purchases, share information on exhibitions and artists.
- CRAFTBOSTON: Booth sitting, registration cashier, greeter/ticket checker at entrance, Craft Certificate staff.

## **Research**

- Assist Exhibition Gallery Manager with artist and historical research.
- Respond to public requests for historical information on SAC, artists, and the Arts & Crafts movement in New England.

## **Office/Administrative**

- Assist Exhibition Gallery Manager with artist contracts and correspondence.
- Assist Executive Director and Business Manager with membership mailings, event mailings, payments to artists.
- Assist managers in Retail and Exhibition galleries with unpacking artwork, entering inventory in computer, labeling artwork.
- Assist with annual inventory of retail gallery in January.

## **Computer Support**

- Digitize and computerize SAC's furniture slide registry, using scanner and Photoshop.
- Assist with SAC/CRAFTBOSTON websites using Dreamweaver.
- Assist with preparation of images for websites using Photoshop
- Assist webmaster with E-commerce capabilities for membership, online store, and event ticket sales.



## **Graphic Design**

- Create an iCatalog of one to four exhibitions per year.
- Assist with design work using Quark for exhibition announcements, banners, newspaper ads, and brochures.

## **Fundraising/Development/Events**

- Research grant and foundation opportunities
- Assist with implementation of Serendipity, SAC's annual Fall fundraising event, including table decorations, artwork installation, event support, packaging artwork, registration area.
- Assist with implementation of CRAFTBOSTON gala, including guest list development and follow up, theme development, and show decorations. Held annually March/April.

## **Merchandising/Display**

- Assist with merchandising of retail gallery.
- Assist with exhibition design and installations.

## **Marketing**

- Assist with marketing SAC programs, including CRAFTBOSTON, exhibitions, group tours, tours for the blind or visually impaired, tours for the deaf or hard of hearing, volunteer program, and mentor program.

## **Docent/Educator**

- Lead or assist with tours for special interest groups at CRAFTBOSTON.
- Assist with tours for special interest groups in Exhibition Gallery.
- Assist with lecture series at CRAFTBOSTON.

## **Writing/Editing**

- Assist with writing/editing: wall text for 1-4 exhibitions per year; well-informed review of 1-4 exhibits per year; press releases for SAC programs and events; grant writing.

## **Photographer/Videographer**

- Document four exhibitions per year, CRAFTBOSTON, retail gallery, artwork, fundraisers, and/or other special events.

## **Construction/Carpentry/Painting**

- Four exhibition installations per year.
- Major & minor Retail Gallery renovation.
- Design/build shelves in offices and/or storage areas.

## **Miscellaneous skills**

- Gift wrapping
- Gallery and artwork housekeeping (dusting, jewelry cleaning)
- Assist with CRAFTBOSTON setup and breakdown
- CRAFTBOSTON loading dock traffic management



**The Society of Arts and Crafts  
Volunteer Candidate Information**

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone:  Home \_\_\_\_\_  Mobile \_\_\_\_\_  Work \_\_\_\_\_

Email \_\_\_\_\_

Please check your preferred method of communication.

**Skills or areas of interest**

(please check all that apply)

- Customer Relations & Sales
- Research
- Office/Administrative
- Computer Support
- Marketing
- Writing/Editing
- Graphic Design
- Photographer/Videographer
- Fundraising/Development/Events
- Docent/Educator
- Construction/Carpentry/Painting
- Merchandising/Display
- Others (please list):

I would like to volunteer:

- on a regular schedule
- for special projects, events, or as needed

What days and hours are you generally available to volunteer?

Do you have any health or physical restrictions that might limit your volunteer work?

Please complete this form and send to: Volunteer Coordinator, SAC, 175 Newbury Street, Boston, MA 02116 or email to [volunteer@societyofcrafts.org](mailto:volunteer@societyofcrafts.org). A confirmation of your application will be sent within two weeks of receipt.