

ArtWorks

Volunteer Handbook

Table of Contents

Welcome to ArtWorks.....	3
ArtWorks Organizational Philosophy.....	4
Our Programs.....	5
Our People.....	8
Volunteer Roles and Responsibilities.....	10
Volunteer Operations and Procedures.....	12
What We Expect.....	14
Ending Volunteer Service.....	16

Welcome to ArtWorks

Dear Friend,

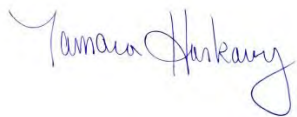
Thank you so much for your interest in volunteering with ArtWorks! We are happy that you have chosen to become part of our organization. And, we look forward to working with you and developing a mutually rewarding relationship.

Whether you're an artist or just an art admirer, we have a place for you to join us in our mission to transform people and places through investments in creativity. Our volunteers support us in a number of areas, from event support to serving as tour guides, and we couldn't do what we do without you.

By volunteering with us, you give so much more than your time. With your support of ArtWorks, you help create a united community in which people engage differently because of art and creativity. YOU make Art Work.

On behalf of all of us, welcome to ArtWorks! We're glad you're here.

Sincerely,



Tamara Harkavy

Artistic Director & CEO

ArtWorks Organizational Philosophy

Mission: We transform People and Places through investments in creativity

Vision: We are a united community where people engage differently because of art & creativity.

Better community = Community where people engage differently because of arts & creativity.

Value Proposition:

- **Social Change** People have the skills and capacity to engage in their community
- **Physical Change** Opportunities exist for people to engage positively with community
- **Economic Impact** People have skills and capacity to advance economically as part of a creative workforce; vibrancy in communities adds economic value to place

Core Values:

BOLD it's not easy changing the world, we band together and fight fearlessly and unapologetically for the betterment of our communities

HUMAN our city comes alive when everyone gets a chance. We believe in people, not perfection.

CURIOUS what's new? what's next? what can we learn? We see boundless opportunity for creative potential.

Our Programs

Public Art:

ArtWorks believes our city is a gallery. Our Public Art program takes art beyond the boundaries of museum galleries and performance halls and displays it in shared, public spaces to inspire all residents and visitors of our community. Through a revolutionary workforce development program, we hire youth Apprentices and professional artists to create vibrancy and transform our region through creative place-making. ArtWorks Public Art is permanent and temporary, and spans murals, sculpture, one of a kind sculptural bike racks, the Big Pig Gig and more.

Hero Design Company:

ArtWorks believes the power of art enhances the quality of life. Through Hero Design Company—an ArtRx project launched in 2012— ArtWorks youth Apprentices empower children facing emotional, physical, and medical hardships through the co-creation of custom superhero insignias and capes.

ArtWorks Mural Program

History

In 2007, former Mayor Mark Mallory participated in a city exchange in Philadelphia. The Philadelphia Mural Arts Program, which in 30 years has completed over 3,000 murals, both impressed and inspired him. When he returned to Cincinnati, Mallory challenged ArtWorks to create a mural program to beautify the city and create positive employment for teens. Mayor Mallory had a vision to create a mural in each of Cincinnati's 52 neighborhoods. Mentored by the well-established Philadelphia Mural Arts Program (MAP), ArtWorks adopted similar techniques, processes and community engagement strategies to take on this challenge. By 2009, ArtWorks expanded beyond Cincinnati into Northern Kentucky and has stayed committed to adding a mural in Northern Kentucky on a near yearly basis. We've nearly achieved the Mayor's original goal; 44 Cincinnati neighborhoods and 9 additional regions have some form of public art. ArtWorks Public murals benefit the city in a variety of ways including:

- ❖ employing youth Apprentices and local professional artists to help transform and beautify the City
- ❖ recruiting youth Apprentices from the City and nearby communities
- ❖ transforming community walls into canvases, displaying beautiful works of art which are welcoming and create a sense of pride for area residents
- ❖ reducing crime, littering, vandalism leading to an increased sense of safety*
- ❖ fostering youth development with hands-on learning and mentorship from professional artists

- ❖ creating a positive effect on real estate values & retail sales in adjacent corridors of murals and other public art projects*

*Commercial Corridors: A Strategic Investment Frameworks for Philadelphia, Econsult Corporation, March 2009.

ArtWorks' mural program has contributed more to the City than just beautiful art. Because of ArtWorks' mural program, Cincinnati received the US Conference of Mayors Livability Award in 2010.

Selecting a Wall

Since 2007, ArtWorks artists have created 175+ murals in 44 Cincinnati neighborhoods, and 9 nearby regions have some form of public art. Typically, a community group or business places a request for a mural, and ArtWorks considers the request based on a number of variables, including the location, condition of the wall, visibility, and community served. ArtWorks also occasionally approaches the business owner of a wall that would serve a mural project particularly well. Once the wall is approved, the organization and ArtWorks begin developing a community engagement plan to come up with a design and find an appropriate artist. After a series of community engagement meetings, a design is finalized, an artist is hired, and ArtWorks begins interviewing and hiring teaching artists and youth Apprentices to create the mural under the direction of the lead artist.

The Apprentice Model

ArtWorks' public art program is based on a traditional artist apprenticeship model. Using the apprenticeship model, young artists are paired with a master or lead artist and at least one teaching artist who teach the Apprentices valuable skills. When a mural project is requested, a lead artist creates a design proposal based on the feedback from the community partner organization and community engagement meetings. Once the design is approved, the lead artist and teaching artists work with the Apprentices to transfer the design to the wall and create the mural. The lead artist is usually responsible for conceptualizing and creating the original mural design while the Apprentices, under the guidance of the teaching artists, are responsible for reproducing it. On occasion, Apprentices do add their own original design elements to a mural.

Transferring the Mural Design

Before a mural is created, the wall is first cleaned, primed and stabilized. After the wall is prepared, the mural design is typically transferred using the grid method. For this process, the lead artist draws a grid over the original mural design and a grid of an equal ratio is drawn on the wall. The design is then transferred square by square until the entire design is transferred. In addition to the grid method, designs can be transferred

by being projected on buildings or drawn to scale and pouncing a pattern on paper that is then traced onto the wall. After the mural design is transferred, the artists climb the scaffolding and paint within the lines using the lead artist's design as a guide. Once the mural is completed, it is sealed with a clear coat to help preserve it. We predict our murals will last around 20 + years before any maintenance is required. This is based on the lifespan of murals in Philadelphia, since we use the same paint and process as the Philadelphia Mural Arts Program.

Other Public Artworks

Although the murals are ArtWorks' most visible public works of art, they are not the only works of art you may encounter. ArtWorks' metro bus shelter designs, bike racks, and Big Pigs are scattered throughout town and are easily spotted on the streets, especially on our Central Business District tour. In addition to the metro bus shelters, bike racks, and Big Pigs, you may see one of ArtWorks' painted art cars roll through

Our People

Staff

Executive Leadership

Tamara Harkavy, CEO & Artistic Director
Colleen Houston, Chief Programming Officer
Lyle Horvath, Chief Operating Officer

Administration

Francesca Peace, Manager of Finance
Sandra Okot-Kotber, Executive Assistant & Office Manager

Programming

Marie Krulewitch-Browne, Managing Director of Programming
Linnea Gartin, Director of Programming
Laura Houston, Manager of Programming
Liz Miller, Manager of Programming
Megan Rahill, Manager of Programming

Workforce Development

Sydney Fine, Managing Director of Workforce Development
Amy Scarpello, Director of Workforce Development
Ciarra Wooten, Coordinator of Workforce Development

Development

Kate Farinacci, Managing Director of Development
Sarah Day, Director of Development
Daniel Tonozzi, Manager of Development
Deborah Stevens, Coordinator of Development

Communications

Melissa Currence, Managing Director of Communications
Catherine Eifrig, Manager of Communications
Kate Tepe, Manager of Design

Board of Directors

Emma Off, Board Chair—*Associate of Corporate Transactions & Securities, Thompson Hine LLP*

Joe Muraca, Vice Chair—*Assurance Partner, Ernst & Young*

Sarah Brown, Past Chair—*Owner, ProjectConnect and Brown Ltd.*

Eric Avner—*CEO, People's Liberty*

Ron Bates—*Portfolio Manager, 1919 Investment Counsel*

Ric Booth—*General Manager, Duke Energy Convention Center*

Janel Carroll—*Chief Operating Officer & Principal, Truepoint Wealth Counsel*

Tim Elsbrock—*Cincinnati Regional President, Fifth Third Bank*

Agnes Godwin Hall—*Senior Manager of Learning & Development, Macy's*

Mike Hoeting—*Owner, Bang Zoom Design*

Garry Horton—*Executive Search Consultant, Gilman Partners*

Ron Houck—*President, Plant Trolley*

Lauren Hannan Shafer—*Talent Scout, PCG Talent Agency*

Laura Humphrey—*Investment Advisor & Principal, Bartlett & Co.*

Mike Hurst—*Partner, KMK Law*

Valerie Jacobs—*Chief Creative Officer, LPK*

John Korn—*President, Co-Owner & Founder, American Scaffolding*

Pam Kravetz—*Artist and Art Educator*

Jerry Noble—*Senior Project Executive, Pepper Construction*

Andrew Peters—*Executive Creative Director, The Brand Experience*

Jan Portman—*Community Volunteer and Environmentalist*

Ken Pray—*Retired, Kroger Co.*

RJ Sargent—*University of Cincinnati 1819 Innovation Hub*

Randy Smith—*Senior Project Director, Jack Rouse Associates*

Jim Stapleton—*VP/Principal, Operations, Architecture & Hospitality, FRCH Design Worldwide*

Kelly Vanasse—*VP of Communications, P & G Global Business Units*

Molly Weissman—*Cincinnati West Regional Manager, PNC Bank*

Mu Sinclair, Ex Officio—*Founding Partner/Co-Owner/President/CEO, Ross Sinclair Associates*

Margie Schneider, Trustee Emerita—*Retired Art Educator*

Sara M. Vance Waddell, Trustee Emerita—*President & CEO, SMV Media*

Volunteer Roles and Responsibilities

Volunteers are an integral part of ArtWorks. Guided by our full time staff, volunteers provide invaluable support to ArtWorks through mural tours, event help, committees, administrative tasks, project cleanup, and more! You don't have to be an artist. We will work with your time, talents, and interests and find a place for you. As an ArtWorks volunteer, you will gain a network of friends and creatives, experience firsthand the ArtWorks creative process, gain access to ArtWorks events, and so much more. If there is anything we can do to make your experience as a volunteer more fulfilling, we'd love to hear about it.

Mural Tour Guides

Have an interest in public speaking? Love sharing art with others? From May through October, ArtWorks offers public walking tours of our murals located downtown and in Over-the-Rhine. Additionally, private groups book tours year-round for corporate outings, school field trips, and other events. Mural tour guides are responsible and mature individuals with a passion for the arts, an enthusiasm for Cincinnati history, and the ability to tell a good story. Tour guides must have a flexible schedule and be able to give 2-4 tours per month as needed. Public mural tours are held on weekends, and private mural tours can be any day of the week. Tour guides need to be able to stay on their feet for at least 2 hours at a time and in any weather condition. Tour guides must complete an interview process and attend a training session.

Event Support

ArtWorks hosts a number of events throughout the year related to our fundraising and programming activities, including:

- ❖ The Annual ArtWorks Breakfast
- ❖ Secret ArtWorks, our signature fall fundraiser
- ❖ Apprentice Interview Days
- ❖ Summer Celebration
- ❖ Summer Apprentice Orientation
- ❖ Project dedications

Volunteers serve as the face of ArtWorks, helping guests feel welcome and have the best experience possible. This is your opportunity to put your customer service skills to the test. We frequently need help with:

- ❖ Check-in
- ❖ Coat check
- ❖ Ushers
- ❖ Greeters

- ❖ Sales
- ❖ Clean-up

Event volunteer positions are generally one-time commitments for shifts of 1-4 hours. Training is provided for each specific role through an orientation.

Committees

ArtWorks relies on committees made up of members of the community to help us plan our two primary fundraising events, the Annual Breakfast and the Fall Fundraiser (aka Secret ArtWorks). Committee members are asked to help plan:

- ❖ Sponsorship strategy, including identifying prospects and making asks, when necessary
- ❖ Event flow and entertainment
- ❖ Catering
- ❖ Marketing and Communications strategy

Committees will generally be divided into subcommittees focused on one of these areas.

In 2019, the Annual Breakfast will be held on Thursday, May 2nd, and the Fall Fundraiser will be held on Friday, November 22nd. Both events have a planning period of at least 6 months. Committee members are asked to attend monthly meetings of the full committee and bi-weekly subcommittee meetings. They are also expected to purchase tickets and invite guests to attend the event. Committee members will be approved by the Development Team.

Administrative Tasks

The ArtWorks Development team occasionally needs the support of volunteers to complete mailings and filing to help achieve its fundraising goals. These assignments will generally be one-time commitments for 1-2 hours.

Project Cleanup

In our mission to transform people and places through investments in creativity, we make our canvas on forgotten city walls. Sometimes these walls need a little TLC before they are ready to become a work of art. Volunteers can help us clean up the area around the project space to prepare it for our youth apprentices to come to work. These assignments will be one-time commitments for shifts of 1-4 hours.

Volunteer Operations and Procedures

Volunteer-Staff Connections

The ArtWorks Volunteer Program is managed by the Volunteer Coordinator. Please feel free to email or call with any questions or concerns regarding volunteer opportunities.

Our current Volunteer Coordinator is:

Deborah Stevens

Email: Deborah@ArtWorksCincinnati.org

Phone: 513-333-3619

ArtWorks General Phone: 513-333-0388

Hours of Operation and Schedule

Most volunteer opportunities will take place at the ArtWorks office at 20 E. Central Pkwy, Cincinnati, OH 45202. Event support or project cleanup may take place offsite, and the exact location will be communicated to volunteers in advance.

Administrative tasks will generally take place during ArtWorks' regular business hours, Monday-Friday 9:00 AM-5:00 PM. Private mural tours may also be scheduled during these hours.

Mural tours will usually take place on weekends in the late morning or early afternoon.

All other volunteer shifts vary and will be communicated at the time of sign up.

Shift Sign Up

Available volunteer opportunities will be sent out by email regularly, at least a month in advance of the activity. Each email will have specific instructions for signing up with the Volunteer Coordinator. At least a week in advance of your scheduled shift, the Volunteer Coordinator will confirm your assigned shift and communicate any information needed prior to your arrival.

Mural Tour Sign Up

Two weeks prior to the start of a new month, a link to sign up for mural tours will be sent to all active tour guides. (For example, the email to sign up for July mural tours would be sent on June 14th.) Tour guides are asked to indicate all tours that they are available and willing to lead by a specified date (generally 3 days after the sign-up email was sent). Once all tour guides have responded, the Mural Tour

Coordinator will create a schedule and distribute it to tour guides no later than 1 week prior to the start of the new month. Tour guides can expect to receive email reminders 1 week and 1 day before their scheduled tour.

Emergency Closure and Inclement Weather

In the event that emergency conditions prevent a volunteer activity from occurring as scheduled, the Volunteer Coordinator will notify all scheduled volunteers. In instances of snow, ice, or other natural disaster ArtWorks closes if the University of Cincinnati is closed. If you are uncertain as to whether your scheduled volunteer shift will go on, please contact the Volunteer Coordinator.

Holidays

ArtWorks closes the office in observance of the following holidays: New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, The Wednesday prior to Thanksgiving, Thanksgiving Day, Friday after, and Christmas Eve through New Year's Eve. Holidays which occur on a Saturday will be observed on Friday, and those which occur on Sunday will be observed on Monday, unless the majority of businesses with whom we do business do differently. When 4th of July falls on either a Tuesday or Thursday then the respective Monday or Friday will also be given. This will be communicated through the Volunteer Coordinator, should it affect a scheduled volunteer activity.

Smoke Free Work Place

ArtWorks is a smoke free office. No type of smoking is allowed in any offices owned or controlled by ArtWorks. Should you smoke outside of ArtWorks property, you are responsible for cleaning up after yourself.

Drug Free Work Place

Any manufacturing, distribution, dispensing, possession, or use of a controlled substance on these premises is prohibited by ArtWorks. Specific actions may be taken against anyone found to have broken this regulation, including corrective actions and dismissal from the volunteer program.

What We Expect

A volunteer can make or break a guest's experience. Our volunteers are often our most visible members of the ArtWorks team, and a good volunteer can leave a positive impression about the organization.

3 Basic Expectations

1. Be Kind
2. Be Courteous
3. Be Professional

❖ Scheduling & Commitment

As a job-training and workforce development program, ArtWorks must model good practices through its paid staff and volunteers. Once you have signed up for a volunteer shift, we rely on you to report for your shift on time and stay for the duration of the time scheduled. Unsatisfactory attendance, including reporting late to your volunteer assignment, quitting early, or an excessive number of absences, is unacceptable. We ask that volunteers give us at least 24 hours notice if you cannot come in for your volunteer shift. We understand that emergencies arise, but we depend upon our volunteers, and knowing about absences ahead of time allows us to find a substitute. In an emergency situation, please notify the Volunteer Coordinator as soon as you are able, giving the reason for being late or unable to report for your shift and a telephone number where you can be reached.

❖ Attitude

We expect our volunteers to be friendly and engaging to all audiences and individuals you may encounter while volunteering. Please do not let personal politics and beliefs interfere with public engagement, even if a guest says or does something you find offensive. All guests are friends of ArtWorks and should feel comfortable and welcomed. If someone says or does something that makes you uncomfortable, please consult the Volunteer Coordinator.

❖ Dress Code

For most volunteer activities, you will be provided with an ArtWorks volunteer t-shirt. Please wear this, comfortable pants or shorts, walking shoes, and protection for the weather, if required to work outdoors. Please keep clothes professional; no rips or tears,

and clothes should not be too tight or revealing. Clothing should not advertise any other business, organization or sporting team.

❖ Communication

Volunteers will receive frequent emails from the Volunteer Coordinator. Volunteers are expected to check email and give a timely response. Volunteers are also encouraged to contact the Volunteer Coordinator if they have any questions or information they'd like to share with the group.

Corrective Action

Following an incident or violation of any conduct expectation, corrective action may be taken. ArtWorks uses a 3 strikes policy:

- ❖ First offense: Warning
- ❖ Second offense: 1-on-1 Meeting with Volunteer Coordinator
- ❖ Third offense: Dismissal from Volunteer program

Depending on the severity of the offense, the volunteer may be immediately dismissed from the program without the first 2 corrective actions. This is at the discretion of the Volunteer Coordinator and Managing Director of Development.

Ending Volunteer Service

Resignation

Your volunteer position may conclude at the end of a particular project, event, or set time period, but you are also free to end your volunteer service with ArtWorks at any time. Because volunteers are so important to us, however, we request that you provide advance notice of your departure and, if possible, a reason for your decision.

Exit Surveys

When you leave your position, you will be given an opportunity to fill out an exit survey detailing why you are ending your service. The exit survey is also a great place to give us any further comments about your experience and to provide any potential ideas for improvements.