



# VOLUNTEERS

Hammonds House Galleries and Resource of African American Art has provided the Atlanta Community with exposure to significant artistic programming since 1988. Fulfilling the organization's mission of presenting, documenting and interpreting the visual arts contributions of people of African decent requires dedicated staff and support from knowledgeable and enthusiastic volunteers.

Hammonds House Galleries volunteers play an extremely important role in educating visitors, making guests feel at home, assisting with the day to day administrative tasks and lending ideas and expertise for special events. HHG goodwill ambassadors provide our visitors with positive lasting impressions.

HHG volunteers, the life-line of the organization are encouraged to share their time and skills through a variety of interesting and rewarding experiences. Our volunteer program is divided into the following categories:

- Administrative Volunteers
- Event Volunteers
- Docent Volunteer Educators

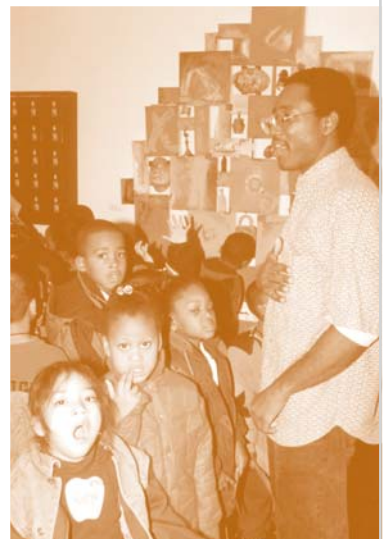
## Administrative

assist with administrative tasks such as computer input, answering the telephone, updating the website, copy editing, front desk hosting, organizing and filing, etc.

## Event Volunteers

help plan, implement and host exhibitions, programs and special events. This category is ideal for persons who wish to work on time-focused projects.

## Docent Volunteers



provide the educational component for Hammonds House Galleries. Docents must successfully complete an initial training course and attend updates for each exhibition. Docents conduct tours, participate in educational programming, speak to outside groups and are stationed in galleries during events.

## BENEFITS

Each volunteer category has its own unique rewards and appeal. Aside from the accomplishment of using your talents and skills to give back to the community, volunteerism at Hammonds House Galleries provides an opportunity for indepth dialog and interaction with artists and the ability to work with new friends that have similar interests. The educational knowledge you will receive about art and culture is a priceless gift well worth your time and energy.

## REQUIREMENTS

### Membership

All volunteers must be HHG Members and belong to the of HHG Volunteer Ambassador Guild.

### Credits and Hours

Administrative Volunteers - are asked to work in 4 hour minimum shifts and to work a minimum of 40 hours per calendar year to maintain an active status.

Event Volunteers - will accumulate hours by attending planning meetings and working the event. A minimum of 40 hours per calendar year is required to maintain an active status.

Docent Volunteers - must conduct a minimum of 3 HHG tours, and accumulate a minimum of 10 credits per calendar year to maintain an active status. (Credits are given in various increments for fulfilling each activity).

The HHG Volunteer Ambassador Guild meets 4 times a year, one of which is a special volunteer recognition event.

## DOCENT TRAINING

- Definition, guidelines and expectations of docents.
- Art history, evolution and African American art.
- HHG history, architecture and furnishings.
- HHG collections.
- On the job training - gallery tours.

The HHG Resource Center and the West End Library in the next block are available for research.

**Yes, I would like to become a volunteer**

Please Print \_\_\_\_\_ Date \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE/DAY \_\_\_\_\_ PHONE/EVENING \_\_\_\_\_

E-MAIL \_\_\_\_\_

## I am interested in the following: volunteer categories

- Admin     Event     Docent

Please list special skills and talents  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## My availability is as follows:

- Weekdays during the day (10am - 5pm)  
 Weekdays during the evening (5pm - 10 pm)  
 Weekends     Saturday     Sunday  
 Special events

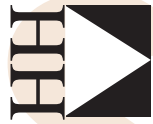


# OPPORTUNITIES



Hammonds House Galleries and  
Resource Center of African  
American Art  
503 Peoples Street, SW  
Atlanta, GA 30310

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### Activities

Hammonds House Galleries presents 4 - 6 exhibitions a year which generally feature an artist talk, and other educational supplementary activities.

The organization has two major fundraisers, an Art Auction in the Spring and the Phantom of The Art World gala in October. There are a variety of Children and family events to include the Bearden Workshop and Kwanzza Holiday activities.

### The House

Hammonds House Galleries, a 19th century Eastlake Victorian structure is the former residence of the late Dr. Otis Thrash Hammonds, a prominent Atlanta physician and avid arts patron. Hammonds House was acquired in 1986 by the Fulton County Board of Commission, along with more than 250 art works collected by Dr. Hammonds.

Although portion of the house was renovated, the original architectural integrity and interior appointments have been maintained. Many of the furnishings are antiques collected by Dr. Hammonds.

The facility is frequently rented out for weddings, receptions and events.

### The Permanent Collection

Hammonds House Galleries has artwork which was acquired with the house and an additional pieces acquired in the years since the organization was incorporated in 1988.

### Museum Hours

Tuesday - Friday 10 a.m. to 6 p.m.  
Saturday & Sunday 1 p.m. to 5 p.m.

Closed to the public on Mondays and National Holidays  
ADA Accessible - 1st Floor

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Center of African American Art

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Atlanta, GA 30310

Your Stamp Is  
Another Gift To  
Hammonds  
House Galleries