Volunteer Description

<table>
<thead>
<tr>
<th>Title</th>
<th>Gallery Assistant</th>
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<tbody>
<tr>
<td>Department</td>
<td>Gallery Exhibits</td>
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<tr>
<td>Reports to</td>
<td>Executive Director</td>
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<tr>
<td>FLSA Status</td>
<td>Non-exempt</td>
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**SUMMARY**
Volunteer will help coordinator plans and implements all phases of operations and exhibitions

**ESSENTIAL DUTIES AND RESPONSIBILITIES**
- Coordinate all communications with artists, galleries, and other community arts organizations.
- Provide support to guest curators and participating artist.
- Create artist inventory list and labels.
- Work with communications department to promote gallery exhibits via all platforms of media coverage.
- Collection and preparation of art pieces for exhibition (matting, framing, storage, & space designation for installations)
- Arrange for installation and take for exhibits
- Follow appropriate curatorial and safety guidelines.

**Essential Competencies:**
- Excellent interpersonal and communication skills
- Excellent public affairs judgement and ability to react quickly to deadline-oriented environment
- Must be extremely organized and able to work flexible hours, including weekends and evenings
- Experience with Word, Excel, and PowerPoint
- Experience with social media platforms (Facebook, Twitter, Instagram, YouTube, etc.)

**PHYSICAL REQUIREMENTS**
While performing the duties of this job, the employee is frequently required to lift and/or move up to 50 pounds

Volunteers will work 10-15 hours per week; exact hours are flexible. Volunteers may be asked to assist some programs and events during the evenings and Saturdays.