

Volunteer Position Description

Desotorow Gallery is looking for a self-motivated, outgoing, volunteer who works well in a team, is able to multi-task and delegate responsibilities, and is able to complete assigned tasks in a timely and efficient manner.

Volunteer Position:

Assistant Event Coordinator

Purpose/Objective:

- To provide artists with a helpful and positive exhibition experience
- To develop rapport and build strong relations with exhibiting artists and the community
- To uphold a good-standing gallery reputation by creating well coordinated events

Responsibilities:

- Report directly to the event coordinator
- Available 6-9 hours a week
- Gallery sit once a week
- Available Fridays for gallery receptions and other events
- To assist with the execution of gallery events from set-up to clean-up
- Ensure event trash and recycling is properly disposed of
- To assist the event coordinator in managing volunteers for events
- Ensure event-volunteers are properly trained
- Perform monthly inventories of event supplies
- Create staff and artist name tags for all events

Preferred Experience:

- Event planning
- Budget management
- Volunteer and staff management
- Customer Service
- Previous experience working in a gallery, museum, or other nonprofit organization
- Knowledge and appreciation of art

Training/Support Provided:

- Orientation
- Event planning

Volunteer Supervisor:

Event Coordinator