

## **Volunteer Position Description**

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

Volunteer Position:

Marketing Writer (Blog Writer)

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 document the gallery's activities for promotional purposes and record keeping
- To maintain the gallery's blog
- To interview guests and artists at gallery events

Responsibilities:

- Report directly to the marketing manager
- Available 3-5 hours a week
- To update the blog in a timely fashion

Required Experience:

- Excellent communication and writing skills

Preferred Experience:

- Photography
- Previous experience working in a gallery, museum, or other nonprofit organization
- Knowledge and appreciation of art
- Customer Service

Training/Support Provided:

- Orientation

Volunteer Supervisor:

Marketing Manager