

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 Manager

Purpose/Objective:

- To implement marketing strategies to better promote Desotorow Gallery and its various programs.

Responsibilities:

- Serve as the primary contact for media relations
- Delegate and supervise projects given to marketing team
- Provide written material for website maintenance
- Manage distribution of promotional materials
- Manage advertising
- Work closely with graphic designer to develop promotional material
- Manage online presence
- Manage inventory of promotional merchandise
- Provide departmental report at bi-weekly staff meetings
- Sit at gallery one day/week
- Ability to commit 10-15 hours/week

Required Experience/Skills:

- Knowledge of and experience with public relations
- Excellent communication, writing and editing skills
- Excellent public speaking skills
- Experience working in a fast-paced, deadline-sensitive environment
- Knowledge/experience with creating budgets
- Knowledge and experience using web-based marketing tools
- Ability to work efficiently as a part of a team

Preferred Experience:

- Knowledge and appreciation of art
- Experience delegating and supervising others

Training/Support Provided:

- Orientation
- Specific training/support provided by Gallery Director of Marketing

Volunteer Supervisor:

Gallery Director of Administration & Gallery Director of Programming