

## Volunteer Job Description

**Title:** Center Art Gallery Coordinator  
**Report to:** Development Coordinator  
**Trained by:** Executive Director  
**Shift:** No Set Shift  
**Schedule:** Occasional Artist Outreach, Art Hanging, Receptions, and Art Take Down  
Estimated 10 to 15 hours every 2 months  
**Minimum Commitment:** 6 months

**Job Summary:** Identify and book artists to hang their work in the Center's gallery. Assist with show hanging, receptions, and show take down. The liaison between the Center and artists

### Duties and Responsibilities:

- Outreach to identify new artists
- Qualify artists (work must be appropriate for the Center)
- Track past artists to avoid repeats and ensure diversity
- Book shows, receptions, hangings, and take downs with Center staff
- Gather artists bio and photo, as well as work samples for display on website and in e-mail announcements
- Assist with show hanging, reception, and take down
- Ensure artist adheres to hanging guidelines

### Knowledge, Skills, Equipment and Abilities:

- Appreciation for visual arts
- Connection to visual artists helpful
- Experience hanging art
- Comfortable on a ladder
- Excellent communication skills
- Outgoing and self-motivated
- Ability to work independently and proceed with objectives without supervision.