

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:

Curator

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 maintain a high-quality exhibition space
- To bring innovative and creative ideas to the gallery's exhibition programming

Responsibilities:

- Report directly to the gallery directors
- Available 8-12 hours a week
- Gallery sit once a week
- Available Wednesdays, Thursdays, and/or Fridays for installing and de-installing exhibits
- Manage and support the curatorial staff
- Schedule and supervise the installation and de-installation of exhibits
- Serve as primary contact for exhibiting artists once a show is booked
- Develop themes for juried art exhibits with the Gallery Directors
- Research possibilities for guest curators
- Jury exhibits with Gallery Directors
- Maintain gallery facilities
- Maintain maintenance budget
- Perform monthly inventories of maintenance supplies

Required Experience:

- Art Handling
- Art Hanging
- Exhibit Preparations (Patching, Sanding, and Painting)

Preferred Experience:

- Knowledge of Art History
- Previous museum and/or gallery experience
- Exhibit design
- Budget management

Training/Support Provided:

- Orientation
- Maintenance & Hanging

Volunteer Supervisor:

Gallery Director of Programming