

## 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 is able to complete assigned tasks in a timely and efficient manner.*

Volunteer Position:

Marketing Assistant

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 assist with the marketing efforts of the organization

Responsibilities:

- Reports directly to the Marketing Manager
- Available 8-12 hours a week
- Gallery sit once a week
- Assist with marketing efforts of the organization
- Assist with advertising, sales promotion, personal selling, and public relation efforts of the organization
- Carry out strategic marketing plans to accomplish marketing goals
- Research and identify marketing opportunities
- Assist with the distribution of promotional materials
- Attend regular meetings with the Marketing Manager as and when required
- Attend bi-monthly marketing team meetings
- Attend monthly staff meetings

Skills, Knowledge, and Abilities:

- Skills in word processing to prepare business correspondence and reports with speed and accuracy
- Excellent written and verbal communication skills
- Skill in working as a part of a team and collaborating with colleagues
- Skill in performing under the stress of frequent interruptions and/or distractions
- Skill in setting priorities, which accurately reflect the relative importance of job responsibilities
- Skill in working independently and following through on assignments with minimal direction
- Strong organizational, presentation, and customer service skills
- Ability to complete assigned tasks in a timely and efficient manner
- Excellent interpersonal skills

Required Experience

- Excellent verbal and written communication skills
- Experience working in a fast-paced, deadline-sensitive environment
- Customer service experience

Preferred Experience:

- Professional experience in fundraising, marketing, or communications

- Knowledge of professional standards and legal parameters regarding marketing activities
- Experience in advertising, sales promotion, personal selling, and public relations
- Budget management
- Previous experience working in a gallery, museum, or other nonprofit organization
- Knowledge and appreciation of art

Training/Support Provided:

- Orientation
- Development

Volunteer Supervisor:

Marketing Manager