

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:

Grant Researcher/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 assist the gallery in identifying and applying for funding opportunities in order to further accomplish its mission

Responsibilities:

- Report directly to the gallery directors
- Available to gallery sit 3-5 hours a week
- Develop and maintain a database of potential private and public funding opportunities
- Research grant application methodologies
- Work closely with the gallery directors in writing grant applications
- Maintain a calendar of grant application deadlines

Required Experience:

- Excellent communication and writing skills
- Microsoft Office Suite

Preferred Experience:

- Grant research & writing
- Experience working in non profit organizations
- Knowledge and appreciation of art

Training/Support Provided:

- Orientation

Volunteer Supervisor:

Gallery Directors

