

## 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:

Graphic Design

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 provide well designed promotional materials

Responsibilities:

- Report directly to the Marketing Manager
- Available 3-5 hours a week
- To complete assignments in a timely fashion

Required Experience:

- Adobe Creative Suite

Preferred Experience:

- Graphic Design
- Previous experience working in a gallery, museum, or other nonprofit organization
- Knowledge and appreciation of art

Training/Support Provided:

- Orientation

Volunteer Supervisor:

Marketing Manager