



Arts Center East
709 Hartford Turnpike, Vernon, CT 06066
860-871-8222
www.artscentereast.org

Arts Center East Gallery & Volunteer Coordinator

Arts Center East is looking for an energetic art lover who wants hands-on gallery experience.

This is a paid, part time position, 12–15 hours a week, Saturdays required, some additional weekend/evening hours. The Gallery & Volunteer Coordinator is responsible for opening, gallery sitting, & closing on Saturdays. They act as the point-of-contact for our current and interested volunteers, use various outlets to reach new potential volunteers, and maintain the schedule of volunteers and inform volunteers of their duties and upcoming volunteer opportunities. For each exhibit, they organize art drop off and pick up dates with the volunteers and participating artists. They create the program and labels for the exhibits. The Gallery & Volunteer Coordinator also acts as the main point-of-contact for artists who sell items in the Artisan Gift Shop. They are in charge of inputting and tracking the inventory in the Gift Shop, in addition to conducting sales.

Application Deadline: August 5, 2024

Responsibilities:

- Maintains volunteer schedule & training volunteers on their duties
- Tracks volunteer hours, visitor statistics, and exhibit statistics
- Coordinates set-up for exhibits and events
- Answers questions from visitors and artists, or is able to direct them to whom can answer their questions
- Oversees the gift shop inventory and conducts sales, including gallery sales
- Others as needed

Requirements:

- High school diploma or equivalent
- 2- or 4-year college or program in-process preferred

Experience:

- 1 year of retail, gallery/museum, customer service preferred

The ideal candidate has:

- Great attention to detail
- Strong written and verbal communication skills
- Good interpersonal skills in-person and over the phone
- Great organizational skills and can balance multiple projects on multiple timelines
- An interest in art and the community

Interested candidates should send a letter of interest and resume with at least three references to info@artscentereast.org by August 5, 2024.

Posted June 26, 2024