



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

Arts Center East Gallery & Volunteer Coordinator

Arts Center East seeks an energetic art lover who wants hands-on gallery experience. We are seeking to fill a part-time position (10 to 15 hours a week including some weekend hours) with a proactive, self-starting individual.

Interested candidates should email their resume and cover letter to info@artscentereast.org with the subject line: Gallery Coordinator. Please note that all candidates selected for an interview are expected to be vaccinated against COVID-19. It is Arts Center East's policy that all staff, volunteers, and instructors are required to be vaccinated.

Responsibilities to include:

- Responsible for opening, gallery sitting, & closing on weekends
- Uses SignUp to coordinate gallery sitting
- Contacts volunteers with their gallery sitting schedule
- Finds various outlets to reach new volunteers
- Acts as point-of-contact for current and interested volunteers
- Tracks volunteer hours, visitor statistics, and submission statistics
- Assists with set-up for exhibits and events
- Coordinates drop-off/pick-up for artists and works with volunteers who facilitate the process
- Is able to conduct art sales and, eventually, gift shop sales
- Answers questions from visitors and artists, and/or is able to direct them to the appropriate party
- Helps manage ACE social media accounts
- Assists with fliers, posters, and other ACE promotional materials available in the gallery

This position reports directly to the Executive Director of Arts Center East. Art gallery or museum, volunteer management, and/or sales experience desirable. Arts Center East is an equal opportunity employer.