



racialunityteam1@gmail.com

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Non-profit 501 (C) (3)

Position Description: Art & Poetry Display (Volunteer)

JOB DESCRIPTION:

Perform a wide variety of duties associated with the operation of and display of artwork in galleries, display venues, libraries, town halls, and other suitable locations that host art displays.

SCOPE:

- Assist with framing and coordinate the display for exhibition at sites in NH
- Install artwork, sculptures, written poetry, and artistic statements
- Coordinator plans, to install exhibitions and maintain schedule for monthly changing art gallery displays
- Work with display team that consist of 3 to 5 display volunteers.

KEY DUTIES AND RESPONSIBILITIES:

- Coordinates installation and display of artwork, sculptures, written poems.
- Hangs and assembles paintings and other artwork
- Drives to deliver exhibits to display locations
- Coordinates display opening events
- Maintains records, gallery attendance, and visitor comments
- Maintains accurate catalog of display inventory

Estimated Hours: 5 hours per month