VOLUNTEER REQUEST FORM

POSITION DESCRIPTION

Department: Education

Supervisor: Interpretation & Evaluation Coordinator, Events Coordinator

Position Title: Art Exhibition Assistant

Date(s) and Time(s) desired: flexible days/times (Sun-Thurs, 9-5), 4-6 hours/week

Duration of volunteer commitment: minimum 9 weeks (exhibitions rotate every 4 months)

Primary Duties/Responsibilities:

- Fill out agreements and update calendars when appropriate
- Assist in determining appropriate display and installation systems for artwork
- Assist in drafting and assembling exhibition labels and online interpretive materials (if needed)
- Participate in exhibition installation/deinstallation
- Document exhibition including damages, inventory, and visual records
- Attend opening reception and assist with setup/cleanup
- Act as gallery attendant for special events or on weekends (if needed)

Qualifications/skills required:

- Experience/interest in bridging the gap between art and science
- Experience with art handling, installation, and deinstallation preferred
- Proficiency in Microsoft Office Suite (Especially Word and Excel)
- Basic writing and communication skills
- Excellent organizational skills

Physical Requirement:
Must be able to lift 20 pounds and hang/mount exhibition pieces.

Will training be provided (by whom):
Training provided by Interpretation & Evaluation Coordinator

How will this project benefit the Garden?
The Pritzlaff Conservation Center Gallery uses art to celebrate the beauty and/or inherent value of California and Santa Barbara landscapes, native plants, or native ecology. Each exhibition relates to the Garden’s mission and creates a space that makes it accessible to the general public.

Requested by: Kate Davis Date: 9/28/2017

Revised 12/17/13