



Description of Duties

Job Title	Gallery Volunteer
Reports To	Gallery Director & Chief Curator
Hours	Variable
Status	Volunteer

Gallery Volunteers assist with a range of administrative and support tasks to help foster a space and experiences that are welcoming, warm and engaging.

Duties and Functions

Volunteers contribute to the gallery in the following ways.

- Staffing the Gallery desk during open hours.
- Greeting visitors, sharing information about exhibition(s), educational classes and workshops, and enhancing visitors' experiences.
- Referring specific questions to appropriate staff members.
- Assisting the Gallery Team during exhibition openings, programs and special events:
 - Staffing events both on- and off-site.
 - Setting up and taking down equipment, tables, chairs, shelving, and food/beverage areas.
 - Installing and deinstalling tasks, such as artwork handling and labeling.
- Participating in Gallery-focused social media postings.
- Assisting with repair and painting of Gallery spaces between exhibitions.
- Ongoing tidying, gentle cleaning, and organization of the Gallery's public and storage spaces, especially before exhibition openings.
- Data entry and other computer tasks as needed.
- Assisting with other projects and activities as requested by the supervisor, including inventories of artworks and other materials.

Required

- Strong customer service skills.
- Appreciation for art, artistic process and art institutions.
- Strong intercultural communication skills and ability to work well and collaboratively with people from diverse backgrounds.

Expectations

- If a volunteer is under 18 years, parental consent is required.
- Ideal volunteer time commitment would exceed 10 hours per week.

- After a 60 day trial period Gallery volunteers may be eligible for one free class or workshop in KAC Class Catalog each quarter during time serving as volunteer, so long as gallery volunteer hours are at or above 10 hours per week.
- Able to work with and without supervision.
- Welcoming, approachable and helpful.
- Flexible and reliable.

Work environment and physical requirements

Kirkland Arts Center is a three-story historic building built in the late 1800s, and is on the National Register of Historic Places. Its Victorian-Romanesque design and limited capacity to be modernized require staff to navigate multiple sets of stairs daily, and to physically carry all items needed to perform their work into, out of, and within the building without access to an elevator.

The KAC Gallery includes work in a typical office environment; physical work in gallery spaces; and direct interaction with the public during open hours, events and programs. Gallery staff and volunteers must be able to sit, type and perform tasks on computers across a range of softwares and applications, specifically Google Workspace.

Physical activities typically include standing, crouching, stooping, lifting, dragging, pulling, pushing and reaching. Gallery volunteers routinely carry and move both 2D and 3D art works and pedestals of varying shapes and weights (up to 50 pounds) into, out of, and within Gallery spaces with the aid of dollies. Gallery volunteers must be able to climb ladders and reach broadly to place signage and art works. Gallery volunteers may use a range of tools including but not limited to power drills, sanders, hammers and levels, and work routinely with putties, primers and paints.



KAC is an Equal Opportunity Employer. We respect and seek to empower each individual and support the diverse cultures, perspectives, skills, and experiences within our staff, students, and governing institutions. Volunteers with diverse backgrounds, such as those who identify as Black, Indigenous, Persons of Color and/or LGBTQ+, are encouraged to volunteer.

Volunteer signature:

Parent/Guardian signature (if necessary):

Gallery Director signature:

Date: