



Gallery Assistant Volunteer Position Description

Able to attend one shift per week, preferably.
Morning and Afternoon shifts available.

Gallery Open Hours: Tuesday – Saturday 10 AM – 6 PM*

*Hours subject to change for Special Events and during Holiday Show

Indoor Responsibilities:

- 1) Greet members and guests at Le Moyne, reminding them about donations and offering information about exhibit, events, and shop (see script for guidance)
- 2) Answer phone, forward to appropriate parties.
- 3) Maintain order and cleanliness on main floor of gallery.
- 4) Place OPEN sign out in front lawn at 11 AM
- 5) Track attendance to gallery.
- 6) Assist Staff in special projects, including mailings, inventory, organizing, etc

Outdoor Responsibilities:

- 1) Take out the trash and recycling
- 2) Check water reservoir in front fountain, fill if needed from hose
- 3) Skim leaves and flowers out of fountains
- 4) Water planters and trim away dead leaves/flowers
- 5) Water grass and large plants if needed
- 6) Note anything that needs repair

Event Responsibilities:

- 1) Set up and Clean up for events (signage, tables and chairs, may include greeting, serving, cleaning, etc)
- 2) Assist with intake and pick up of art pieces
- 3) Assist in exhibit installations and deinstallations