

Volunteer Position:

Art Procurement & Logistics Intern

SUMMARY

Supervising staff person:	Keith Marker
Department:	Development
Number of volunteers sought:	2
May a CAP client fill this role?	Yes
Volunteer Orientation required?	Yes
Time Frame:	Now through May 24, 2019

POSITION DETAILS

- Assist with CAP Art Auction events
- Serve as right-hand to Development Associate during events
- Data entry, reports and letters (artists and restaurant info)
- Communicate with restaurants, artists, galleries and donors
- Assist with logistics in regard to restaurants, hanging art and photography (before, during and after events)
- Excellent written & verbal skills
- Experience with Excel
- **Attendance is required on these dates:**
 - Art Intake - Sat, March 9 - Sun, March 10 (10am – 3pm)
 - Preview Party - Wed, April 17 (5pm – 7pm)
 - Art Auction – Fri, April 26 (9am – 10pm), Sat, April 27 (all day), Sun, April 28 (all day)
- 10-15 hours/week avg except event days

CONTACT

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