



## **VOLUNTEER JOB DESCRIPTION**

### **ART SHOW COORDINATOR**

**LOCATION:** Brookside Gardens, 1800 Glenallan Avenue, Wheaton, MD 20902-1369

**NEED:** Two or more volunteers to recruit and coordinate artist's shows at the Visitors Center or Conservatories.

**JOB DESCRIPTION:** Recruiting and arranging art shows at Brookside Gardens

#### **DUTIES AND RESPONSIBILITIES:**

- \* Recruit and arrange art shows in the Visitors Center
- \* Recruit and arrange annual sculpture show in the Conservatory
- \* Coordinate sales with the Enterprise gift shops—Marylandica I and Marylandica II
- \* Coordinate with Brookside Gardens' publicist
- \* Handle or organize entries, mailings, and other related efforts
- \* Keep records
- \* Correspond with appropriate individuals
- \* Supervise installation of shows
- \* May appraise value of submitted art works for insurance purposes

#### **QUALIFICATIONS AND REQUIREMENTS:**

- \* Good organizational experience and skills, including use of computers
- \* An interest in the arts
- \* Good communication skills
- \* Ability to work with artists and the public
- \* Minimum age of 18 years

**TRAINING:** Training in forms and procedures by the staff supervisor

**COMMENTS:** For more information, call 301-962-1429, or email [MCP-GardenVolunteer@mncppc-mc.org](mailto:MCP-GardenVolunteer@mncppc-mc.org).

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