

## **VOLUNTEER POSITION DESCRIPTION**

**Title:** Help JCCGW Hang Art! Goldman Art Gallery Exhibition Installer

### **Purpose:**

The Gallery Exhibition Installers will support the set-up process for the Goldman Art Gallery and its overall mission to focus on meaningful exhibitions related to Jewish experience, identity, and culture.

Adults and students of all ages have an opportunity to view shows here that are not presented at other local galleries or museums. The gallery hosts exhibitions that inspire the people who come here, through art and culture, and connect the people of our Jewish community with each other, Israel, and the broader community.

### **Description of Duties:**

- Take direction from the Gallery Director when planning for Exhibit Installation
- Unpack, lift, and carry 2D and 3D artwork
- Measure where hanging hooks are needed and hammer picture hooks into walls
- Use small and/or medium ladder
- Apply pressure to adhesive hanging strips on walls to position artwork

### **Qualifications:**

- Experience handling and hanging artwork preferred
- Excellent attention to detail
- Ability to measure accurately
- Appreciation that art is fragile and must be handled with care

### **Time Requirements:**

Shifts of two to four hours, Mondays through Fridays, 1:00 – 5:00 pm., during the week prior to each exhibition opening

Upcoming dates when volunteers are needed: August 27-30, September 3, 9-12, October 14-16

Tentative dates: September 16, 18, 23, 25, and Sept. 30-Oct. 4

Updated 7/1/2013

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### **Orientation/Training:**

The Gallery Director plans exhibit installations and supervises volunteers. They will receive orientation and training on the first day of service

### **Benefits:**

Volunteers will gain experience installing gallery exhibitions, have the opportunity to view artwork “up close,” and help JCCGW’s Goldman Art Gallery continue to offer captivating and meaningful exhibits that are so valued by our community

### **Evaluation and Reporting Procedures:**

Volunteers must sign-in on the Volunteer Time Log at the Front Desk of the JCCGW upon arrival and departure from their volunteer shift

### **Location:**

Goldman Art Gallery – JCCGW

6125 Montrose Road

Rockville, MD 20852

### **Supervisor:**

Phyllis Altman, Gallery Director, 301-348-3770, paltman@jccgw.org

### **Agency Contact:**

Jennifer Wenk, Member/Guest Services Director, 301-348-3850, jwenk@jccgw.org

**About the Organization:** The mission of the Jewish Community Center of Greater Washington (JCCGW) is to create a welcoming and inclusive environment, connecting people of our Jewish community with each other, Israel, and the broader community. We provide programs, classes, and safety-net services to people of all ages and backgrounds, enhancing their social, physical, intellectual, and spiritual well-being.

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