



Left of Center Volunteer and Internship Profile

Left of Center Art Gallery & Studio · 2207 W. Gowan Road · North Las Vegas, NV 89032
Phone: 702-647-7378 · Fax: 702-647-7370 · leftofcentergallery@gmail.com · leftofcenterart.org

NAME _____

ADDRESS _____

PHONE _____

EMAIL _____

Briefly describe experiences and background you may have that may relate to Left of Center's Mission:

What occupies your time now: (Job, Course of Study, Retired, etc)

What do you hope to get out of a Left of Center Volunteer/Intern role?

Indicate any ability you have in languages other than English

Conversation _____

Reading _____

Writing _____

List any computer skills or skills with other office equipment you have

VOLUNTEER AND INTERSHIP OPPORTUNITIES

(Check off activities that most interest you)

EDUCATION

- Plan and coordinate workshops for young artists
- Coordinate resident artists to give workshops
- Develop programs in multicultural education
- Planning and organizing workshops for Art Educators
- Creating educational materials on current exhibits

GRANT RESEARCH

- Identifying Funders
- Making presentations on behalf of the gallery
- Networking with funding agencies, phone calls and letter correspondence
- Record keeping
- Helping to write grants

PUBLICITY

- Working on advertising and Marketing of the Gallery
- Put together mailing rosters and keep updated

- Work on Newsletter
- Assist in maintaining a website

GALLERY

- Help to hang exhibits
- Work on artists receptions
- Work as a docent
- Work on cataloguing exhibit slides

LIBRARY

- Filing
- Cataloguing and organizing, borrowing procedures

GENERAL OFFICE

- Maintaining membership records
- Helping with membership drives
- Helping with filing
- Fundraising

OTHER INTEREST YOU MAY HAVE

Interns and Volunteers follow a weekly schedule and work in the Left of Center Office during business hours. Necessary supervision will be provided and some jobs will require teamwork to tackle a particular task.

**THANK YOU FOR YOUR INTEREST IN LEFT OF CENTER ART GALLERY.
WE LOOK FORWARD TO WORKING WITH YOU!**