



## **FRONT International**

### **Position Description: Volunteer Coordinator**

FRONT International: Cleveland Triennial for Contemporary Art is a large-scale, city-wide event presenting museum exhibitions, site-specific projects, and public programs across the city and wider Cleveland region. The inaugural edition of FRONT, titled *An American City*, will take place in Cleveland and the Northeast Ohio region throughout the summer of 2018, with artist residencies and public programs beginning in the fall of 2017. This new three-month long Triennial will feature over seventy artists exhibiting work in several locations, from museums to galleries and outdoor sites, and an artist residency.

To effectively work on sites throughout the city of Cleveland, Akron and Oberlin, FRONT International has established the FRONT Line, a volunteer group of art and culture enthusiasts. FRONT Line volunteers will contribute meaningfully to the Triennial and its visitors, while gaining valuable insight to the workings of a major art festival. FRONT Line volunteers will be provided with exhibition training. They will have strong knowledge and keen interest in contemporary art, architecture and design, demonstrate professionalism and be outgoing with confidence to engage visitors and answer questions about the festival.

The Volunteer Coordinator will manage the FRONT Line volunteer database and its members. In this role, the Volunteer Coordinator will take the lead as the liaison between the volunteers, the FRONT team and our exhibition partners, to provide volunteer assistance for the Triennial. Requests for assistance at events, programs, project site locations and exhibition venues will be facilitated by this individual. The Volunteer Coordinator will become familiar with all volunteers in order to create and manage schedules and fill each needed position. The Volunteer Coordinator will report to the Director of Public Programs and Engagement.

### **Requirements**

- Available to begin January through September 30, 2018.
- Outgoing and confident to engage all audiences
- Punctual, proactive and responsible
- Excellent organizational skills and attention to detail
- Knowledgeable with Microsoft® or Google documents
- Must have an interest in contemporary art, architecture or design
- Previous volunteer experience required. Supervisory experience a plus
- Flexible work schedule, available to work evenings and weekends
- Paid hourly, rate based on experience
- Send cover and resume to [info@frontart.org](mailto:info@frontart.org)