

Volunteer Position Description: Galleries & Collections Assistant

The Galleries and Collections Assistant helps preserve Arrowmont's history, supports access to important arts and crafts resources, and contributes to the care of collections that reflect Arrowmont's mission of enriching lives through arts and crafts. This volunteer role assists the Galleries and Collections Manager with behind-the-scenes tasks that strengthen access to and stewardship of Arrowmont's collections resources.

Responsibilities May Include

- Digitize Arrowmont archive materials according to staff guidance.
- Catalogue donated books and related materials.
- Assist with gallery installs and deinstalls as needed.
- Help organize, label, sort, and document archive documents with care and attention to detail according to staff guidance.
- Interest in arts, crafts, archives, collections, galleries, or nonprofit cultural work is helpful.

Skills Needed/Preferred

- Must be 18 years of age or older.
- Ability to lift up to 20 lbs.
- Organized, detail-oriented, and able to work independently.
- Self-starter who can follow instructions and complete assigned tasks reliably.
- Interest in arts, crafts, archives, collections, galleries, or nonprofit cultural work is helpful.

Availability

Volunteers should be available at least 5 hours per week. Scheduling will be coordinated with the Gallery and Collections Manager based on department needs.

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**Enriching Lives
Through Art and Craft**

