



Job Title: Gallery Ambassador Volunteer

Organization: Detroit Artists Market

Location: Detroit, MI

Position Type: Volunteer

Time Commitment: 3-5 hour shift

About Detroit Artists Market

Detroit Artists Market (DAM) is a nonprofit art gallery committed to contemporary art and connecting artists, collectors, and communities. For over 90 years, DAM has been a catalyst for creativity, innovation, and community engagement, providing a platform for local artists to showcase their work and connect with art enthusiasts. DAM offers exhibitions, educational programs, and membership opportunities that empower artists and enrich the cultural fabric of Metro Detroit.

Position Impact:

This opportunity is open to individuals who are age 18+ with a passion for the arts and the advancement of Detroit's creative community, and is perfect for someone with an interest in supporting or learning about arts administration, gallery management, or related work. Many of the daily tasks are administrative or customer service based in nature, and training typically takes place on the job.

Key Responsibilities:

- Greet and assist gallery visitors, providing information about current exhibitions and artists.
- Ensure the gallery space and store are well-maintained and presentable for visitors.
- Monitor and replenish promotional materials such as brochures and event flyers.
- Answer inquiries about DAM's history, artists, and upcoming events.
- Process sales and handle transactions at the gallery's sales desk.
- Report any maintenance issues promptly.
- Provide visitor support during educational programs, gallery events, openings, and artist talks

WHY GET INVOLVED?

- Become a valued member of a team of volunteers and staff who are passionate about art and community
- Develop or build upon customer service and communication skills.
- Gain experience in a gallery environment and learn about the operations of exhibitions, programs, and events.
- Be invited to private exhibition tours with artists and curators prior to opening new exhibitions.

Working Conditions

Business hours for the Detroit Artists Market are **Tuesday through Saturday, 11am-6pm**, with occasional evening programming to be expected. The noise level in the work environment is usually moderate. Daily equipment use includes the following: windows computer or iPad, telephone, printer/copier and fax.