



Job Title: Research and Data Volunteer

Organization: Detroit Artists Market

Location: Detroit, MI

Position Type: Volunteer

Time Commitment: 3-5 hour shift, up to 10 hours per week

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, resource development, and community partnerships. Many of the daily tasks are administrative in nature, and training typically takes place on the job.

Key Responsibilities:

- Conduct research on artists who have exhibited with DAM, and create or update records as necessary
- Gather and analyze data on member and visitor demographics, event attendance, and membership trends to provide insights for strategic planning and marketing efforts
- Research potential partnerships with local businesses, community organizations, and educational institutions to expand DAM's network and collaborative opportunities
- Create and maintain a database of relevant art industry resources, including funding opportunities, exhibition venues, and professional development workshops for artists

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 research and data management skills
- Gain experience working in a nonprofit gallery environment
- 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.