



**Title:** 2020 Auction Volunteer Coordinator

**Department:** Development

**Reports to:** Director of Development

**Temporary Contract:** Remote, with some onsite meetings and onsite for event and event set up

**Compensation:** \$1,000

**Description:** Support Pratt's signature annual gala event! Work alongside artists, art patrons, Pratt's staff, and community volunteers to help support Pratt Fine Arts Center at the Annual Fine Art Auction. This contract position offers hands-on learning in a fun and fast-paced environment.

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Pratt Fine Arts Center is an equal opportunity employer and committed to diversity, equity, and inclusion. People of color are encouraged to apply.

**Responsibilities Include:**

- Maintain and update a database with contact information for 100 volunteers
- Coordinate all the details of volunteer shifts. Recruit volunteers for all shifts (using Pratt's database of contacts), communicate and confirm with volunteers in advance of the event.
- Supervise volunteer teams during set-up, during the auction events, and during load-out and clean-up
- Wrap-up after the event by updating volunteer jobs and contact information in the organizational database

**Minimum Qualifications Include:**

- Strong interest in local arts sector, particularly non-profit arts organizations
- Some experience working, studying, or volunteering in arts or nonprofit organizations
- Proficient computer skills in Excel, Google sheets, and other MS software
- Excellent organizational skills and attention to detail, with a proven ability to meet deadlines
- Excellent written and oral communication skills
- A patient, positive, clear and assertive communication style via phone, email, and in person
- Leadership experience, especially leading a team in a chaotic environment is preferred

**Preferred Qualifications Include:**

- Experience serving diverse populations
- Demonstrated commitment to diversity, equity and inclusion

**Event Description:** Pratt's Annual Fine Art Auction will be held at Magnuson Park Hangar 30 on Saturday, April 25, 2020. The event, Pratt's premiere fundraising gala, features over 200 original works of art and 500 guests, and promises to be the most exciting art auction in the city.

**Structure:**

- Position runs mid-February through the month of April, and requires on average 5-10 hours per week.
- Majority of the work is done remotely, soliciting volunteers and building a Google volunteer spreadsheet; with some of the work done at Pratt and at the Auction venue
- Auction committee meeting attendance is strongly recommended (once a month at Pratt)
- Must be available to work on site during the event Friday, April 24<sup>th</sup> (installation) and Saturday April 25<sup>th</sup> (Auction day); and some part of each day during the week of the auction

**Organization Info:** Operating as a nonprofit 501(c)3 organization since 1976, Pratt has had a huge impact on the creative health of our community and launched the careers of many established local, regional, and nationally known artists. What began as a small arts center with big dreams has grown to become a beloved resource for thousands of students and hundreds of working artists annually.  
[www.pratt.org](http://www.pratt.org)

**Mission**

To foster a creative, inclusive art-making community, providing access to quality education and professionally equipped studios for everyone. We promote the joy and transformative power of art and actively support the development of visual artists.

**Application requirements**

Please send resume & letter of interest, emphasizing any volunteer management experience to Natalie Miller, Access Fund & Procurement Manger at [nmiller@pratt.org](mailto:nmiller@pratt.org). No calls or drop-ins, please.

**Application Deadline: Saturday, Feb. 1<sup>st</sup> 2020**

Questions? Contact Natalie Miller, Access Fund & Procurement Manger at [nmiller@pratt.org](mailto:nmiller@pratt.org)