



Altered Esthetics

1224 Quincy Street NE
Minneapolis MN 55413
612.378.8888
alteredesthetics.org

Board Member Job Description

About Altered Esthetics

Altered Esthetics is a non-profit community art gallery located in Northeast Minneapolis. We work to sustain the role of artists as a voice of society through our exhibits, events, services, workshops and programs.

Title

Volunteer and Intern Coordinator

General Description

The function of the Volunteer and Intern Coordinator is to recruit and place new Volunteers and Interns, facilitate their orientation and training, and schedule and/or coordinate their participation.

Compensation

Board positions are voluntary. Board members receive no monetary compensation for their services.

Time Commitment

Board members serve three year terms, roughly scheduled as follows. Year one: training/transition. Year two: development. Year three: recruiting, training and transition to incoming board members.

General Duties

Board members serve on the Altered Esthetics board for a three year term, attending monthly board meetings and working with artists, volunteers and board members to serve and further Altered Esthetics' Mission.

Specific Duties Include

- Recruiting and placing new interns along with the gallery and exhibitions directors
- Maintaining and sending the volunteer newsletter
- Coordinating intern training
- Coordinating volunteers
- Scheduling interns
- Maintain the active volunteer list
- Recruiting new volunteers as needed
- Maintaining the volunteer and intern manual
- Serve as a board member liaison

Application Process

Board members are recruited annually as positions open. Open positions will be posted and application open to the public. To apply for a board position please submit a completed board application along with a cover letter to board@alteredesthetics.org or send to: Altered Esthetics, 1224 Quincy Street NE, Minneapolis MN 55413. Please note the specific position to which you are applying. Board applications can be submitted in advance and kept on file for the next available opening.

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