Artful Evening Auction Assistant Volunteer

Title: Artful Evening Auction Assistant Volunteer
Department: Development
Reports to: Director of Development
Term: January 2020 – July 2020
Hours: 10 – 15 hours per week; 15 – 20 in the three weeks leading up to the auction
Required Dates: The weeks of May 25th, June 1st, and June 8th; June 13th (auction date)
Compensation: Experience and course credit only – additional stipend provided

About Bellevue Arts Museum
Bellevue Arts Museum provides a public forum for the community to contemplate, appreciate, and discuss visual culture. We work with audiences, artists, makers, and designers to understand our shared experience of the world.

Description
Bellevue Arts Museum is seeking a volunteer to join our team and learn the ropes of supporting our annual auction, Artful Evening. This volunteer should expect to be involved in multiple aspects of the event execution and commit to a weekly schedule, with required time the three weeks prior to event date.

The benefits to the volunteer include working with a professional and experienced team, dedicated committee members, artists, and art enthusiasts who care deeply about the Museum and their community. In return the volunteer should bring essential skills to this position, including excellent communication skills, attention to detail, the ability to work independently, exemplary organization skills, available to work some evenings, and an interest in the arts. Copywriting and event planning experience strongly preferred.

Responsibilities
- Work closely with and assist development team in securing and tracking auction items using Excel and Auction Maestro database.
- Solicit smaller auction items and experiences from local companies.
- Organize data relating to the intake, cataloging, and tracking of the art pieces donated.
- Maintain an accurate auction item binder for the Museum.
- Support event manager with confirming all information for each auction item has been received.
- Communicate with auction donors and artists to obtain item information and help coordinate delivery.
- Organize the storage of the donations until they are moved for the auction.
- Assist in authoring and coordinating written item descriptions for the catalogue.
- Assist in proofing the catalogue to ensure all records match.
- Help coordinate proofing and production process for Silent Auction collateral.
- Assist with auction set-up the two weeks prior to, day before, and day of the auction.
- Assist with creation and assembly of event materials (auction forms, auction packets, etc.).
- Take lead on ensuring the auction is in the correct order and that all signage for items and experiences are correct.
• Work the night of the auction in various support roles primarily as auction lead and check out lead.
• Perform research to obtain biographical information on the artists that donate to the live auction.
• Other duties as asked.

Preferred Skills
• Excellent organizational skills and attention to detail are critically important
• Good interpersonal, written, and verbal communication skills and comfort making calls to request small donation items/experiences
• Needs to be able to work independently
• Knowledge of or ability to learn online database management system (Auction Maestro)
• Strong Microsoft Excel skills preferred
• Strong self-motivation and problem-solving approach

Apply
To apply, email your cover letter and résumé to Cole Eckerman, Director of Development, at cole@bellevuearts.org. No phone calls, please.

Deadline
Open until filled.

Bellevue Arts Museum is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.