Title: Admin (MarCom) Volunteer  
Assignment: Proofreader  
Department: Visitor Experience  
Reports to: Visitor Experience Supervisor  
FLSA Status: N/A, Volunteer Position  
Job Status: N/A, Volunteer Position  
Commitment: Approximately two hours weekly

Since our founding in 1901, the Toledo Museum of Art has earned a global reputation for the quality of our collection, our innovative and extensive education programs, and our architecturally significant campus.

And thanks to the benevolence of its founders, as well as the continued support of its members, TMA remains a privately endowed, non-profit institution and opens its collection to the public, free of charge.

SUMMARY
This is a volunteer opportunity for the avid reader! Always keen to pick up on the teensy-tiniest of spelling, grammatical, and/or punctuation errors? Put your skills to the task of proofreading engaging TMA publications. You'll be scanning everything from press releases to gallery guides, e-mails, web content, and exhibition catalogues. Work behind the scenes and support TMA's passion of publicizing accurate, professional content for the Toledo community and beyond.

KEY ACCOUNTABILITIES
• Proofread and fact check digital and print TMA publications.

RELATIONSHIPS
• Reports to the Public Relations Specialist during a shift. Ultimately reports to Visitor Experience Supervisor.
• Works with Marketing and Communications staff, volunteers, and visitors.

SPECIALIZED KNOWLEDGE, COMPETENCIES AND ABILITIES
• Ability to take verbal and written direction.
• Ability to accurate proofread for factual, grammatical, spelling, and punctuation errors.
• Accustomed to working with computers.

EDUCATION AND EXPERIENCE
• Interest in journalism, arts writing, and/or non-fiction literature is preferred.
• Education and/or experience related to arts writing highly preferred.

WORK ENVIRONMENT
• While performing the duties of this job, the volunteer is regularly required to talk and hear, stand, walk, sit, bend at waist or knees. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level when performing the duties of this position is generally moderate and contains regular office noises such as phones, conversation, and printers.
• The physical demands described here are representative of those that must be met by a volunteer to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Toledo Museum of Art provides equal opportunity for volunteering to all qualified applicants. No person shall be discriminated against on the basis of race, color, religion, gender, age, national origin, marital status, disability, sexual orientation, veteran status or any other status or condition protected by applicable federal or state statutes. The Museum is committed to maintaining an environment in which all volunteers and employees are treated equitably and given the opportunity to achieve their full potential in the workplace.