



New York, 11/02/2017

Dear friends,

Swiss Institute is seeking volunteers to assist with its Annual Gala on Thursday, November 9th, 2017. We are looking for individuals to help with check-in, guest greeting, and facilitating the paddle raise auction portions of the event.

The event will be hosted at the Williamsburgh Savings Bank at 175 Broadway in Brooklyn, and volunteers would need to be on-site from 4 to 10PM. Swiss Institute will pay volunteers \$50 at the conclusion of the evening and provide dinner.

This opportunity is an excellent way for volunteers to learn about the production of a 300+ person gala for a non-profit art organization. This opportunity provides free access to an event that is ticketed at \$600+ per person. At the close of the evening, we invite our volunteers to join us for complimentary drinks at the after party.

Interested parties should contact Mojdeh Pishyar, Partnerships & Communications Associate via email at mojdeh@swissinstitute.net no later than Monday, November 6th. An up-to-date copy of your resume or CV is encouraged for submission as well.

Swiss Institute is an independent non-profit contemporary art institution dedicated to promoting forward-thinking and experimental art making through innovative exhibitions and programs. Committed to the highest standards of curatorial and educational excellence, Swiss Institute serves as a platform for emerging artists, catalyzes new contexts for celebrated work, and fosters appreciation for under-recognized positions. Open to the public free-of-charge, Swiss Institute seeks to explore how a national perspective can foster international conversations in the fields of visual and performing arts, design and architecture.

Vital information is listed below. We look forward to potentially seeing you on November 9th!

Thank you,

Mojdeh Pishyar
Partnerships & Communications Associate

Date: Thurs, November 9

Time Requirement: 4-10PM, and you are welcome to join our afterparty at 10pm!

Address: Williamsburgh Savings Bank, 175 Broadway Brooklyn, NY 11211 (map link)

Payment: \$50 plus dinner and a free drink