



STUDENT EMPLOYMENT POSITION DESCRIPTION

Position Title:	Art Gallery Assistant	Department Contact:	Nika Blasser
Department/Unit:	Art Gallery	Phone:	X5952
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Job Description

ROLE AND RESPONSIBILITIES: Please list a minimum of three.

Gallery Assistants Open and close the Gallery. Provide high quality customer service. Greet gallery visitors including students, staff, faculty, and community members. Answer questions about the artist and artwork. Ensure safety of the artwork. Receive payments for sales of artwork. Assist with preparing the gallery for shows

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

Student employee must enjoy working with people and have basic customer service skills; they must be able to follow through with tasks and work independently; should be able to work some evening events. Ability to speak to visitors about the Gallery and the artwork. Must be timely and reliable

PREFERRED SKILLS:

Student should be interested in art and running a small business or non-profit (like a gallery), working with event management, and ability to work with an array of computer programs and apps (Microsoft, Google, Adobe, etc.). You will receive practical training in this job and are expected to communicate regularly.

ADDITIONAL NOTES:

Gallery hours are Monday-Thursday 9:30am-1:30pm during shows. Additional hours: Opening Reception hours are 4pm-7pm, one-two receptions per quarter; CCT production hours are Thurs-Sat evenings and Sun matinee