Gallery Assistant Needed

This position would be for the 2019-2020 Academic year with some training and experience starting this spring with events related to our Annual Juried Student Exhibition.

Summary

The Gallery Assistant Position is designed for students with an interest in Art to provide assistance in the daily operations of the Gardiner Gallery of Art as part of the Department of Art, Art History and Graphic Design.

Duties

Under the oversight of the Gallery Manager, the Gallery Assistant supports the daily operations of the gallery; assists with the installation and de-installation of exhibitions; receptions; maintains the storage areas of all tools and inventory of supplies; help maintain a clean and safe work environment for students and visitors; provide instructional support for students engaged in gallery activities. This position will require some evening and weekend hours.

SPECIAL EVENTS/ EXHIBITION INSTALLATION AND DEINSTALLATIONS

The Gallery Assistants may be asked to monitor a gallery opening during the day or evening, including the set up and take down of tables and other related equipment. During exhibition installations the Gallery Assistant is responsible for assisting the visiting artist, faculty, or student exhibitors. These tasks may include: heavy lifting and moving of objects, installing hanging material, moving pedestals, climbing ladders to adjust gallery lights, patch and paint, printing and hanging wall text and labels, preparing and distributing marketing material, photographing exhibitions and events and working with the Gallery Manager on social media.

Please contact the main office for more information, application, and interview.