



Position Title: Part-Time Gallery Assistant

Job Code: 8349

Reports To: Dean, Visual Arts

Grade: CT

FLSA: Non-Exempt

Job Description:

The Part-Time Gallery Assistant provides support to the Visual Arts Department.

Duties & Responsibilities:

- Assists with the installation of art exhibitions (New World gallery exhibitions and off campus exhibitions)
- Assists with gallery openings
- Organizes, stores and documents existing inventory for Visual Arts Department
- Maintains a database of images
- Maintains a database of mailing list for exhibition invitations and prepares the invitations for mailing
- Assists with the installation of student art work in offices and hallways
- Assists with maintenance of the production room (photography equipment, artwork, art supplies, drop screens and spray booth)
- Works on the development of visual arts library
- Assists in cataloguing existing materials, books and digital media
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- Associate's degree and two (2) years of experience
- Must possess an art or art related education/background
- Must be computer literate

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name