

## Federal Work Study Job Description Form

**Job Title:** GALLERY WORK-STUDY

**Desired No. of Hires:** 3 students

**Department or Organization:** AMY H. CARBERRY FINE ARTS GALLERY/B28

**Supervisor:** Sondra Peron, Gallery Coordinator and Professor **Designee:**

**Office:** NA

**Office:**

**Phone:** 413-755-4231

**Phone:**

**Email:** speron@stcc.edu

**Email:**

### General Job Description:

GALLERY ASSISTANTS WORK UNDER DIRECT SUPERVISION OF GALLERY COORDINATOR; GREET GALLERY VISITORS DURING OPEN HOURS, INSTALL ARTWORK BETWEEN EXHIBITIONS WHEN GALLERY CLOSED.

### Detailed List of Duties:

WORK WITH ARTISTS, INSTALL AND DEINSTALL ARTWORK, HANDLE ARTWORK, WORK DURING RECEPTIONS AND ARTIST TALKS, POSTER AND PLACE ANNOUNCEMENT CARDS THROUGHOUT CAMPUS, HELP PROMOTE EXHIBITIONS, ANSWER GALLERY PHONE, AND COMMUNICATE WITH GALLERY COORDINATOR VIA TEXT AND EMAIL REGULARLY.

**Opportunities for Advancement:** *Please list those duties an employee can expect to learn in terms of job growth, if rehired.*

STUDENTS WILL LEARN; HOW A GALLERY FUNCTIONS, HOW TO PROPERLY HANDLE ARTWORK, HOW TO PROMOTE ARTISTS AND ARTWORK, HOW LOGISTICS IS ORGANIZED, HOW TO CURATE WORK INTO EXHIBITION SPACE, HOW TO PREPARE WALLS FOR AN EXHIBITION, HOW TO ADHERE VINYL AND WALL TEXT.

**Responsibility Involved:** *Consider responsibility for direction of others, service to the public, equipment or materials used, and the amount of confidentiality required.*

IDEAL STUDENT CANDIDATE IS RELIABLE, TRUSTWORTHY PERSON COMMITTED TO WORKING THROUGHOUT THE ACADEMIC YEAR, WORKS WELL WITH OTHERS ON GALLERY TEAM, LISTENS CAREFULLY TO DIRECTIONS, HANDLES ARTWORK WITH CARE.

### Skills and/or previous experience desired:

PREFERABLY A FINE ARTS MAJOR; INTERESTED IN ART/PHOTOGRAPHY/ART HISTORY

**Amount of supervision required:**  Regular  Occasional  Minimal

*Student employees are not permitted to work without any supervision.*

**Hours desired to cover (evening, weekend, etc.):** VARIOUS HOURS, WEEKDAY AND WEEKEND, SPECIAL EVENTS AND WILLING TO WORK WITH STUDENT'S ACADEMIC SCHEDULE

**How to Apply:** Contact supervisor/designee listed above. Completed and Submitted By: