



Student Financial Services  
Building 19, Rm. 286  
One Armory Square  
Suite 1, PO Box 9000  
Springfield, MA 01102-9000  
(413)755-4214  
Email: [sfs@stcc.edu](mailto:sfs@stcc.edu)

**Job Title:** Gallery Assistant (work-study)

**Desired No. of Hires:** 4-5

**Department:** Art Gallery (Amy H. Carberry Fine Arts) B28

**Supervisor:** Sondra Peron, Professor & Gallery Coordinator

**Designee:** NA

**Office:** B28/Gallery—rm 100

**Office:** NA

**Phone:** 413-695-3196

**Phone:** NA

**Email:** [speron@stcc.edu](mailto:speron@stcc.edu)

**Email:** NA

**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 ARE 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 the direction of others, service to the public, equipment or materials used, and the amount of confidentiality required.*

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

**Skills and/or previous experience desired:**

Prefer Fine Arts majors, but not required. 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.):** Work schedule supplements student's class schedule.

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

