

## Roberta's Art Gallery **Exhibit Lead**

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**Department:** James R. Connor University Center

**Reports To:** University Center Assistant Director

**Hours per week:** Approximately 10-15 – M-F

**Starting Wage:** \$9.25 per hour

**High Impact Practice** – By incorporating classroom learning into hands-on work experiences as well as providing supervision and coaching, students gain the necessary tools to grow and contribute as professionals. This engagement leads to increased rates of retention, graduation, and job placement.

### Position Summary

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This position is responsible for arranging exhibits to be displayed in Roberta's Art Gallery throughout each semester, as well as coordinating the events leading up to the arrival of exhibits. In addition, Exhibit Leads must keep up-to-date records of all events for future reference. This position exercises some supervision over certain tasks assigned to Gallery Assistants.

### Tasks (and Corresponding LEAP Essential Learning Outcomes)

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#### ***Intellectual and Practical Skills***

- Completes all duties as assigned to the General Gallery Assistants
- With supervisor, coordinates 4-6 exhibits with corresponding receptions each semester
- Corresponds with artists and other gallery members to coordinate artwork drop off and pick up, including insurance forms, parking passes for artists, catering contracts for receptions, etc.
- Serves as a resource and information provider for the University Center while working in the gallery
- Leads the set up and take down of Gallery exhibits
- Demonstrates good time management by arriving to work, programs, and meetings on time

#### ***Personal and Social Responsibility***

- Collaborates with UC Graphics and other departments within the University Center for promotional purposes
- Demonstrates effective communication and customer service skills
- Assists in hosting and speaking at receptions
- Lives the UC brand image through the 6 Keys of Exceptional Customer Service
  - *Smile and Greet, Appearance, Competence/Knowledge, Communicate, Go the Extra Mile, Say "Thank You" and "You're Welcome"*

#### ***Integrative and Applied Learning***

- Demonstrates knowledge of current gallery exhibits, workshops, special events, and permanent artwork in the UC
- Maintains records and contacts with artists for current and future exhibits/events
- Evaluates, updates, and implements current office procedures

***Knowledge of Human Cultures and the Physical and Natural World***

- Contacts and communicates with artists
- Meets regularly with UC Assistant Director and Student Manager
- Meets regularly with supervisor to determine and communicate deadlines
- Works collaboratively with UC departments

**Minimum Qualification**

- Must be a registered UW-Whitewater student and enrolled at least half time
- Must maintain an overall GPA of 2.0

*Both Work Study and Regular Pay candidates will be considered.*

*UW-Whitewater is an equal opportunity/affirmative action employer. We promote excellence through diversity and encourage all UW-Whitewater students to apply.*

**Contact Information**

Kim Adams

University Center Assistant Director

James R. Connor University Center, Room 250C

University of Wisconsin-Whitewater

(262) 472-1477 (Office)

608-201-2151 (Cell)