

Roberta's Art Gallery **Exhibit Lead**

Department: James R. Connor University Center

Reports To: University Center Assistant Director

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

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

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)

Intellectual and Practical Skills

- Completes all duties as assigned to the General Gallery Assistants
- With supervisor, arranges 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 with set up and take down of Gallery exhibits

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

Integrative and Applied Learning

- Demonstrates knowledge of current Gallery exhibits, workshops, special events, and permanent artwork in building
- Maintains records and contacts with artists for current and future exhibits/events

Knowledge of Human Cultures and the Physical and Natural World

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

Minimum Qualifications

- Must be a registered UW-Whitewater student and enrolled at least half time

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

Contact Information

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