

# Roberta's Art Gallery Graduate Assistant

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

**Reports To:** University Center Assistant Director

**Hours per week:** Approximately 30 – 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

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Roberta's Art Gallery has overall administrative, programmatic, and service responsibilities for the James R. Connor University Center regarding exhibits, art workshops, permanent artwork, and other specialized art programs. Roberta's Art Gallery consists of 1000 square feet of exhibit space and 300 square feet of curation space. The gallery is staffed with 10 student employees, including an undergraduate student manager. Supervision is exercised over all student employees in Roberta's Art Gallery. General supervision is received from the University Center Assistant Director.

This position is a one-year appointment with the potential for extension.

## Tasks (and Corresponding LEAP Essential Learning Outcomes)

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### *Intellectual and Practical Skills*

- Leads the planning process for exhibit, workshop, and event line-up scheduling
- Assists with incorporating LEAP into employee training and bi-weekly staff meetings
- Participates in University Center staff meetings and ad hoc committees as needed

### *Personal and Social Responsibility*

- Collaborates with various campus departments to utilize resources and sponsor various Gallery events
- Develops good working relationships with liaisons from different departments
- Incorporates cross-cultural communication, teaching and practices in gallery programs

### *Integrative and Applied Learning*

- Develops, promotes, and evaluates a marketing plan for the comprehensive Gallery program
- Develops, promotes, and evaluates Roberta's Art Gallery programs, including exhibits, workshops, permanent artwork installations, displays, special musical performances, and other art related events (e.g. caricaturists, collaborations with SEAL, Spoken Word programs, etc.)
- Manages a fiscally sound budget for the Gallery program

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

- Recruits, hires, trains, schedules, and evaluates student employees
- Develops and conducts customer satisfaction and needs assessments on a regular basis
- Ensures that proper supplies and equipment are on hand to meet the needs of each of the programs
- Develops annual goals and objectives for programs and services

**Minimum Qualifications:**

- Must be a registered UW-Whitewater student in good standing and enrolled in a graduate program
- Preference will be given to graduate students in the fields of Communication, Arts Management, or Business Management
- Graduate student will be evaluated by their supervisor at the end of each term, in addition to completing a self-assessment

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

**Contact Information**

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