

Roberta's Art Gallery **Old Main Lane Lead**

Department: James R. Connor University Center

Reports To: University Center Assistant Director

Hours per week: Approximately 10-20 – 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 provides general assistance to Roberta's Art Gallery along with planning and coordinating events for Old Main Lane. This position works between 10-20 hours per week and reports to the Student Manager, Graduate Assistant, and University Center Assistant Director.

Tasks (and Corresponding LEAP Essential Learning Outcomes)

Intellectual and Practical Skills

- Completes all duties assigned to General Gallery Assistants
- Assists with set up and take down of Gallery exhibits and Gallery workshops
- Completes tasks within a reasonable time to show efficiency in work
- Completes other duties as assigned

Personal and Social Responsibility

- Attends and actively participates in bi-weekly staff meetings
- Demonstrates effective communication, teamwork, and leadership skills
- Schedules at least four Old Main Lane events per semester
- Corresponds with artists and facilitators
- Meets expected deadlines
- Assists in graphic request forms

Integrative & Applied Learning

- Serves as a resource and information provider for the University Center while working in the Gallery
- Meets with University Center Assistant Director and Gallery Student Manager

Knowledge of Human Cultures and the Physical and Natural World

- Demonstrates knowledge and assists with organizing and staffing Gallery exhibits, workshops, and special events
- Researches and puts together foam core boards for hanging art work in Old Main Lane

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 qualified UW-Whitewater students to apply.

Contact Information

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