

# 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 20-30 – M-F

**Starting Wage:** \$13.75 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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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 as well as the Old Main Lane exhibit space on the second floor of the UC. The gallery is staffed with 10 student employees, including an Undergraduate Student Manager, and two Gallery Leads. 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
- Collaborates with University Center Assistant Director to create gallery policies and procedures for gallery employees
- Demonstrates good time management by arriving to work, programs, and meetings on time

### ***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
- Engages in outreaching to the community including the Whitewater Art Alliance
- 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***

- Develops, promotes, and evaluates marketing goals 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 UC Entertainment, Spoken Word programs, etc.)

- Works with the UC Assistant Director to manage a fiscally sound budget for the gallery program
- Assists with the permanent artwork video tour
- Works with Catering staff to order appropriate refreshments for gallery events
- Orders supplies and equipment for gallery programs
- Evaluates, updates, and implements current office procedures

***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
- Submits updates for gallery's webpage on the University Center website
- Works collectively with UC departments

**Minimum Qualifications:**

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

*\*\*Must have 3 references attached to application*

*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 qualified 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)