

Roberta's Art Gallery **Graduate Assistant**

Department: James R. Connor University Center

Reports To: Tonia Kapitan, Supervisor

Hours per week: Approximately 20, M-F

Starting Wage: \$15.00

High Impact Practice – By incorporating classroom learning into hands-on work experiences as well as providing supervision, coaching, and interaction with a graduate assistant cohort, graduate assistants gain the necessary tools to grow and contribute as professionals. This engagement leads to increased career development, and higher rates of satisfaction, retention, graduation, and job placement.

Position Summary

Roberta's Art Gallery has overall administrative, programmatic, and service responsibilities for the James R. Connor University Center regarding exhibits and 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 6-8 student employees, including an Undergraduate Student Manager, a Gallery Exhibit Lead, and a Public Relations Intern. Supervision is exercised over all student employees in Roberta's Art Gallery.

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

Tasks (and Corresponding LEAP Essential Learning Outcomes)

Intellectual and Practical Skills

- Leads the planning process for exhibit and any special project 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 supervisor and other staff to create gallery policies and procedures for gallery employees
- Demonstrates good time management by arriving to work, programs, and meetings on time
- Demonstrates sound professional communication skills, including written and oral
- Demonstrates knowledge of technology and various social media platforms

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, Studio 84, local schools, and other community organizations
- 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 gallery programs
- Develops, promotes, and evaluates Roberta's Art Gallery programs, including exhibits, displays, and other art related events
- Collaborates with the University departments and organizations, as well as community organizations
- Works in collaboration with other UC departments on programming and other art-related activities
- Works with supervisor to manage a fiscally sound budget for the gallery program
- Works with supervisor 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 with the assistance of the Gallery Student Manager
- Develops and conducts customer satisfaction and needs assessments on a regular basis
- Assists with developing 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, Management, Higher Education/Leadership or Business Management, or Art related field
- 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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