

Roberta's Art Gallery **General Gallery Assistant**

Department: James R. Connor University Center

Reports To: University Center Assistant Director

Hours per week: Approximately 10-20 – M-F

Starting Wage: \$8.25 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

The General Gallery Assistant of Roberta's Art Gallery reports to the Student Manager, Graduate Assistant, and the Assistant Director of the University Center. This position assists with promoting and facilitating events in the gallery as well as completing tasks assigned by the University Center Assistant Director. The General Gallery Assistant position is essential to running Roberta's Art Gallery.

Tasks (and Corresponding LEAP Essential Learning Outcomes)

Intellectual and Practical Skills

- Assists with set up and take down of gallery exhibits and workshops
- Assists in promoting exhibits, workshops, and special events through e-mail, distributing flyers and postings, outdoor signage, social media, etc.
- Works with the University Center Graphics department and other departments within the University Center to plan and promote gallery events
- Keeps front desk and back curation space clean and organized
- Completes and communicates tasks from the master task list
- Completes tasks within a reasonable time to show efficiency in work
- Completes other duties as assigned
- Demonstrates good time management by arriving to work, programs, and meetings on time

Personal and Social Responsibility

- Handles, hangs, and displays artwork in a professional manner, according to the checklist
- Attends and actively participates in bi-weekly staff meetings
- Demonstrates effective communication, teamwork, and leadership skills
- 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 & Applied Learning

- Serves as a resource and information provider for the University Center while working at the gallery
- Evaluates, updates, and implements current office procedures

Knowledge of Human Cultures and the Physical and Natural World

- Demonstrates knowledge and assists with organizing and staffing gallery exhibits, workshops, and special events
- Works collaboratively with UC departments

Minimum Qualifications

- Must be a registered UW-Whitewater student and enrolled at least half time
- Must maintain an overall GPA of 2.0

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

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