

## Roberta's Art Gallery **Public Relations Intern**

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

**Reports To:** University Center Assistant Director

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

**Starting Wage:** \$9.25 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

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The Public Relations Intern in 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 workshops and receptions that the gallery hosts, as well as completing tasks assigned by the University Center Assistant Director.

### Tasks (and Corresponding LEAP Essential Learning Outcomes)

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#### ***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
- Collaborates and communicates with the Whitewater Arts Alliance and other news outlets about events, exhibits, and workshops that Roberta's Art Gallery is hosting
- Communicates with *This Week in Whitewater* to inform them of events, exhibits, and workshops that Roberta's Art Gallery is hosting

- Oversees and create submissions for publications about events that Roberta's Art Gallery has hosted, as well as upcoming gallery events, in the Roberta's Art Gallery's Newsletter
- Collaborates with *Royal Purple* staff to promote Roberta's Art Gallery events, exhibits, and workshops to the campus community
- 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
- Must meet the University Center attendance standards

*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 250  
 University of Wisconsin-Whitewater  
 (262) 472-1477 (Office)  
 (608) 201-2151 (Cell)