

Roberta's Art Gallery Undergraduate Student Manager

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

The Student Manager for Roberta's Art Gallery assumes supervisory and leadership responsibilities over the gallery staff while providing support to the James R. Connor University Center. This position reports to the University Center Assistant Director, works up to 20 hours per week, and serves as a liaison to the Graduate Assistant. This position serves as a point of contact with the Fiskum's and represents Roberta's Art Gallery on various UC Committees such as actively participating in the Student Leadership Program as well as the Student Marketing Committee.

Tasks (and Corresponding LEAP Essential Learning Outcomes)

Intellectual and Practical Skills

- Completes all duties as assigned to the General Gallery Assistants
- Creates and maintains student schedules
- Coordinates and schedules at least four exhibits and corresponding receptions per semester with supervisor, Graduate Assistant, and Exhibit Lead
- Coordinates and schedules at least four workshops per semester with supervisor, Graduate Assistant, and Workshop Lead
- Coordinates and schedules special events with supervisor and Graduate Assistant
- Corresponds with artists and other gallery members to coordinate artwork drop off and pick up including insurance forms, parking passes for artists, catering contracts for receptions, etc.
- Schedules artwork in the Asterisk display case
- Demonstrates good time management by arriving to work, programs, and meetings on time

Personal and Social Responsibility

- Works as a liaison between Graduate Assistant, Gallery Leads, and Gallery Staff
- Keeps staff up to date on upcoming events in gallery and University Center
- 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

- Maintains records and contacts with artists for future exhibits/events
- Helps facilitate staff meetings
- Helps coordinate and facilitate exhibit receptions
- Evaluates, updates, and implements current office procedures

Knowledge of Human Cultures and the Physical and Natural World

- Meets regularly with supervisor and Graduate Assistant to determine and communicate work goals and deadlines
- Works collaboratively with UC departments

Minimum Qualifications

- Must be a registered UW-Whitewater student and enrolled at least half time
- Must have two semesters of gallery experience
- People skills, organizational, and communication skills
- 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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