

## Roberta's Art Gallery Old Main Lane 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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This position provides general assistance to Roberta's Art Gallery along with writing, researching, editing, and fact-checking content for Old Main Lane. Additionally, the position helps with planning and coordinating events for Old Main Lane. This position works between 10-20 hours per week and reports to the Student Manager, Graduate Assistant, and University Center Assistant Director.

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

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#### ***Intellectual and Practical Skills***

- Completes all duties assigned to General Gallery Assistants
- Assists with set up and take down of gallery exhibits and gallery workshops
- 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***

- Attends and actively participates in bi-weekly staff meetings
- Demonstrates effective communication, teamwork, and leadership skills
- Schedules at least four Old Main Lane events per semester
- Corresponds with artists and facilitators
- Meets expected deadlines
- Assists in preparing and submitting Graphic Request forms to UC Graphics
- 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 in the gallery
- Meets with University Center Assistant Director and Roberta's Art Gallery Student Manager
- 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
- Researches and puts together foam core board displays for hanging art work in Old Main Lane
- Works collaboratively with UC departments

**Minimum Qualifications**

- Must be a registered UW-Whitewater student and enrolled at least half time
- 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**

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