Gallery Assistant Position Description

SUMMARY
The Gallery Assistant position is designed for students with an interest in Art to provide assistance to the Georgetown College Fine Art Galleries as part of the Art Department, both as a part of the college experience and as a means of financial sustenance. Up to 15 assistants will be hired in a given semester. The position may require evening and weekend hours.

EXPECTATIONS OF EMPLOYEE
• Adheres to College Policy and Procedures
• Acts as a role model within and outside the College
• Performs duties as workload necessitates
• Maintains a positive and respectful attitude
• Communicates regularly with supervisor
• Demonstrates flexible and efficient time management and ability to prioritize workload
• Consistently reports to work on time prepared to perform duties of position
• Meets Department productivity standards
• Maintain confidentiality as it relates to the task at hand

ESSENTIAL DUTIES AND RESPONSIBILITIES may include the following:
• Greet and answer any questions from guests
• Track daily attendance
• Maintain general cleanliness of gallery space
• Provide assistance for installations and de-installations
• Preparing gallery space for exhibition
• Maintaining gallery space during exhibition
• Input data into various spreadsheets / databases
• Copy materials as requested
• File appropriate paperwork
• Transport materials (primarily artwork from the permanent collection) to other campus locations
• Retrieve materials (primarily artwork from the permanent collection) from other campus locations
• Complete accurate timesheet and submit for approval in a timely manner
• Other duties as deemed necessary by the Art Department

SPECIAL EVENTS/PROJECTS
Gallery Assistants may be asked to monitor an opening during the day or evening, including set up and take down of chairs, tables, and other equipment.

If installation occurs during a Gallery Assistant’s shift, the Assistant is responsible for assisting the artist in whatever means necessary. These tasks may include: heavy lifting and moving of objects, installing hanging material, moving pedestals, patch and paint, printing and hanging wall text and labels, preparing marketing material.

Along with the daily duties of monitoring a gallery space each Gallery Assistant will have a specific project that will last the entirety of their position (a semester or an academic year) and will be based on the student’s interest. Examples of such projects include: designing marketing and social media material, practicing museum standards, basic database upkeep, photographing the collection and exhibits, updating website.
KNOWLEDGE, SKILLS & ABILITIES: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and / or Experience** – Georgetown College student.
- **Communication / Language** -- Requires effective oral and written communication skills, and basic interpersonal skills. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- **Mathematical** -- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- **Reasoning** -- Ability to apply common sense understanding to carry out written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
- **Computer Literacy / General Office Equipment** – Though this position does not require specific computer program knowledge, proficiency in Microsoft Word, Excel, FileMakerPro, and Adobe Suite is a plus. Ability to operate facsimile, scanning, and copy machines.

PHYSICAL DEMANDS / WORK ENVIRONMENT

- **Regularly:**
  - Sit
  - Talk or hear
- **Frequently:**
  - Use hands to finger, handle, or feel
  - Reach with hands and arms
- **Occasionally:**
  - Stand and walk
  - Stoop, kneel, crouch, crawl
  - Climb or balance
  - Lift and/or move up to 50 pounds
- **Vision:**
  - Close vision
  - Ability to adjust focus
- **Noise:**
  - Moderate to loud
- **Stress:**
  - Moderate

SUPERVISOR

The Gallery Assistants report directly to the Gallery Director/Curator of Collections. In the event that the Director/Curator is unavailable, Gallery Assistants report to the Chair of the Art Department.