

Job Title	Gallery Assistant
Office/Department	216 McWethy / Art Department
Location (Building)	Peter Paul Luce Gallery / McWethy Hall
Supervisor	Sue Coleman
Length of Employment	Academic Year
Job Wage Rate or Range	\$7.25/hour
Position Summary	Assist with installation, packing, moving and general care of artwork displayed in the gallery, and misc. task surrounding the exhibitions on campus

Principal Duties and Responsibilities

Knowledge Skills and Abilities

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|---|---|
| <input type="checkbox"/> Typing | <input checked="" type="checkbox"/> Filing |
| <input type="checkbox"/> Phone Coverage | <input checked="" type="checkbox"/> Photocopying |
| <input type="checkbox"/> Data Entry | <input type="checkbox"/> Cataloging |
| <input type="checkbox"/> Research Assistant | <input type="checkbox"/> Operate Switchboard |
| <input type="checkbox"/> Tutoring | <input type="checkbox"/> Scheduling |
| <input type="checkbox"/> Athletic Training | <input type="checkbox"/> Telemarketing |
| <input checked="" type="checkbox"/> Maintenance | <input type="checkbox"/> Scheduling |
| <input checked="" type="checkbox"/> Receptions/Registrations | <input type="checkbox"/> Supervisory Responsibilities |
| <input checked="" type="checkbox"/> Customer Service/Public Relations | <input type="checkbox"/> Microsoft Word |
| <input type="checkbox"/> Microsoft Excel | <input type="checkbox"/> Microsoft Access |
| <input type="checkbox"/> Microsoft PowerPoint | <input type="checkbox"/> Installing Hardware |
| <input type="checkbox"/> Dreamweaver | <input type="checkbox"/> Internet Searches |
| <input type="checkbox"/> Troubleshooting PCs | <input type="checkbox"/> Graphic Arts |
| <input type="checkbox"/> Sports Information | <input type="checkbox"/> Sports Statistician |
| <input type="checkbox"/> Audiovisual Skills | <input type="checkbox"/> Shelving Books |
| <input type="checkbox"/> Library Circulation Desk | <input type="checkbox"/> Interlibrary Loan |
| <input type="checkbox"/> Photography | <input type="checkbox"/> Food Preparation |
| <input type="checkbox"/> Maintain Inventory | <input type="checkbox"/> Cash Register Skills |
| <input checked="" type="checkbox"/> Heavy Lifting Required | |

Additional Job Qualifications

Expectations

Punctuality, serious work ethic, willness to get dirty and do physical labor

Working Conditions

good.

Other