



## Job Description

Read and sign this Job Description and turn it in with the completed Job Application Form with a copy of your class schedule to gallery staff.

Student Worker will:

- Report to work on time. Notify office upon arrival.
- Call if running late or if unable to attend work.
- Notify the gallery ahead of time if appointments require leaving early.
- Check with office before leaving and write hours on master calendar.

Assist in the Gallery:

- Serve as a security presence at the foyer desk.
- Perform gallery and prep room maintenance: wall repair and cleaning.
- Assist with packing/unpacking, and condition-reporting, exhibition items.
- Assist with art installation and lighting for exhibitions.

Assist with Office Tasks:

- Create and complete bulk mailings.
- Create and send emails, faxes, and letters.
- Make and receive gallery phone calls.
- Assist in sorting mail, filing, doing errands and other necessary tasks.

**Qualifications:** Be able to work 6-12 hours per week; be responsible with the assigned work schedule times; possess organizational and interpersonal skills; be computer literate with a good command of the English language, demonstrate a good attitude, be willing to undergo training and have the ability to "pitch in" & multi-task w/ a good attitude.

**I understand this job description and agree to fulfill the requirements, and know that my appointment will be immediately terminated upon the second time I fail to report to work without prior notification.**

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Signature: Student Worker

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Date