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**Federal Work
Study Job
Description Form**

Job Title: Gallery Assistant

Desired No. of Hires: 3 total (1 Fall, 2 Spring)

Department or Organization: HCC Taber Art Gallery

Address (Off campus only):

Supervisor: Kim Hicks

Designee: Rachel Rushing

Office: Donahue 370

Office: Taber Art Gallery, Library Lobby

Phone: 413.552.2279

Phone: 413.552.2614

Email: khicks@hcc.edu

Email: rrushing@hcc.edu

General Job Description:

The Taber Art Gallery provides HCC with a high quality visual arts venue with regularly changing exhibits, gallery talks, and other special events. Gallery Assistants will work with the Director to install exhibitions and facilitate discussions with visitors that expands the knowledge and appreciation of art.

Detailed List of Duties:

Students will:

- Open and close gallery, and remain in the gallery during assigned hours
- Repair and paint walls
- Prepare and hang signage
- Remove or pack art work
- Keep a clean orderly and professional atmosphere.
- Assist with mailings, data entry, answering phones, staffing receptions and support promotions as needed
- Maintain familiarity with the current exhibition
- Give assistance to and facilitate discussions of the artwork with gallery visitors

Opportunities for Advancement:

Students will gain increased knowledge of professional and practical aspects of running a gallery, including art handling, creating and mounting wall signs, interacting with visitors in person and over the phone, maintaining the gallery space, and assisting with clerical work. While some of these skills are specific to an exhibition space, others are helpful in any job setting.

Responsibility Involved:

The person in this position must be comfortable interacting with the public in a helpful and professional way and contribute to a positive, healthy work environment.

Skills and/or previous experience desired:

Reliability, dependability and punctuality are absolute requirements. Experience with or an interest in visual art is preferred.

Amount of supervision required: Regular Occasional Minimal

Student employees are not permitted to work without any supervision.

Hours desired to cover (evening, weekend, etc.):

Students will cover some regular gallery hours between 10am - 6pm as well as some nights and weekends. Schedules will be determined by availability.

How to Apply:

Email designee listed above. Include your name, email, phone and home address, Degree or Certificate of Major at HCC, your hours/days available to work and course schedule, and contact information for references from previous work experience and/or a recommendation from an HCC teacher.

Completed and Submitted By:

<u>Kim Hicks</u>	<u>Dean of Arts and Humanities</u>	<u>9/28/2023</u>
<i>Print Name of Supervisor</i>	<i>Title</i>	<i>Date</i>