

**Federal Work Study
Job Description Form**

Job Title: Gallery Assistant

Desired No. of Hires: 6 total (3 fall, 3 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 professional 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 expand 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 with supervision
- Keep a clean orderly and professional atmosphere
- Assist with mailings, data entry, answer phones, staff receptions and support promotions as needed
- Maintain familiarity with the schedule of exhibitions
- Give assistance to and facilitate discussions of the artwork with gallery visitors
- Assist in the cataloging and documentation of artworks in the Taber Collection
- Guide activities in the student-led gallery programming committee
- Catalog and document archival gallery materials

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, public speaking, 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.

Other preferred skills:

- Content production for social media
- Leadership
- Typing skills
- Familiarity with Google Workspace and Microsoft Word and Excel
- Photography
- Event coordination

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 regular gallery hours between 10am - 5pm as well as some nights. 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:

Print Name of Supervisor _____ Title _____

Date _____

Please return completed form to drosado@hcc.edu