

# JOB DESCRIPTION FORM: GALLERY ASSISTANT

2 positions needed

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<b>Position:</b>	Gallery Assistant
<b>Department:</b>	Fine Arts, UMW Fine Arts Gallery
<b>Supervisor:</b>	Aja Mujinga Sherrard Gallery Coordinator/ Art History Instructor 406.683.7313 <a href="mailto:aja.sherrard@umwestern.edu">aja.sherrard@umwestern.edu</a> MH. 125A
<b>Pay:</b>	\$9.95/hour
<b>Description:</b>	Gallery Assistants will supervise the Gallery during open hours, greeting guests, answering questions, ensuring the safety of artwork, and seeing to general maintenance. Gallery Assistants will also assist in the installation and de-installation of exhibits, assist during gallery openings and events when appropriate.
<b>Skills:</b>	Employees must have the following skills and qualities: -Must be dependable and responsible, -Prepared to interact with guests politely and professionally -Ability to perform manual labor tasks (such as lifting artwork and pedestals, climbing ladders, using tools, sweeping, etc.) -Ability to organize inventory and information -Proficiency using camera and video equipment + related software -Proficiency with Microsoft word, Excel, Adobe Bridge, Photoshop, and video editing software. Proficiency with social media is a plus  Preferred: -Interest in Fine Art and Gallery/museum practices
<b>Responsibilities:</b>	Employees will be responsible for supervising the Gallery during open hours, greeting and counting guests, answering questions, general gallery maintenance (sweeping, etc.), Installation of artworks, de-installation of artworks, attending events, photographing or recording events, and supporting scheduling and promotional tasks, as needed.
<b>Hours:</b>	Average: 10 hrs/week  Standard Hours will be: W-F, 12:45 pm - 3:15 pm <b>OR</b> W-F, 9:45 am – 12:15 pm With some evening or weekend hours for installations or events