

Work Study Job Description

University of Montana Western
710 S Atlantic St. Dillon MT 59725

Department: Fine Arts, UMW Fine Arts Gallery **Department Head:** Nathaniel Freeman

Classification/Name of Position: Gallery Assistant

Student's Supervisor: Nathaniel Freeman **Office/Location:** MH 152A

Email Address: Nathaniel.freeman@umwestern.edu

Phone: 406.683.7313

Qualifications for the position & the specific qualifications for the various levels/rates of pay associated with the position:

Employees must have the following skills and qualities:

- Must be dependable and responsible,
- Be prepared to interact with guests politely and professionally
- Be able to perform manual labor tasks (such as lifting artwork and pedestals, climbing ladders, using tools, sweeping, etc.)
- Be able to organize inventory and information

Preferred:

- Familiarity using camera and video equipment + related software.
- Familiarity with Microsoft word, Excel, Photoshop, and social media
- Interest in Fine Art and Gallery/museum practices.

Average: 10 hrs/week

Standard Hours will be:

W-F, 12:45 pm - 3:15 pm, **OR**, W-F, 9:45 am – 12:15 pm, with some evening or weekend hours for installations or events

Purpose/Role of the position:

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.

Duties/Responsibilities of the position & how they relate to the purpose/goal: 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.

The Financial Aid Office will submit evaluations to each department prior to the end of each semester.