

Kishwaukee College Work Study Position

DEPARTMENT: Art Gallery

*Note: Students are not allowed to work in more than one department at the same time.

JOB DESCRIPTION (Include major duties to be performed):

The Gallery Technical Assistant's primary role is to provide coverage and customer service to the gallery during posted hours of operation. Additional duties include preparation for and installation/deinstallation of shows, preparing promotional materials such as posters or post cards, assisting with receptions and refreshments, interfacing directly with exhibiting artists and students. Gallery Assistants are expected to help maintain a professional appearance and atmosphere in the gallery space and overseeing the safety of the artwork on display.

QUALIFICATIONS/SKILLS REQUIRED

This position requires an interest in art, gallery procedures and professional practices, and the ability to learn basic information about each artist/exhibition to assist in answering questions for gallery staff. Additional skills in computers or design are helpful in producing promotional materials. Applicants should also be able to climb up and down ladders, lift up to 50 pounds and work on their feet for extended amounts of time as needed for installing shows and adjusting lighting. Applicants must be responsible, professional and have the ability to work well with others.

NUMBER OF HOURS PER WEEK: 8-10

DAYS OF WEEK. (check one): Flexible or Must be able to work the following days of the week: T and R 10-2 or 11-3

DEPARTMENT SUPERVISOR/COORDINATOR: Jaime Long, Dean of ACSS

CONTACT INFORMATION: Office, phone, email: 815-825-9532

STUDENTS MAY ALSO APPLY TO ME DIRECTLY: YES: NO