

### GALLERY ASSISTANT

| **Reports to:** | Gallery Director |  |  |
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| **Dept:** | Art | **Range:** | 17 |
| **FLSA:** | Nonexempt | **EEO:** | Technical/Paraprofessional |

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.*

### BASIC FUNCTION:

Under general supervision, assist with the promotion, preparation, installation, lighting and strik­ing of all exhibitions at the Kruglak Gallery; provide educational opportunities to students and the public; open and close the gallery and maintain security of exhibits; and perform related duties as assigned.

### ESSENTIAL DUTIES & RESPONSIBILITIES:

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

1. Greet, direct and provide general information to students, faculty, staff and the public; provide technical information regarding art-making materials and processes, collecting and rotating exhibits to students, faculty and staff in person, over the phone and via email; provide information regarding department programs; facilitate workshops and small group discussions with artists and students.
2. Oversee and perform all details of exhibition installations, including gallery preparation, moving and adjusting lights, patching walls and painting pedestals, packing and unpacking artwork and displaying properly; inventory the state of each static artwork and electronic or mechanical artwork to ensure all remain undamaged and in proper working order.
3. Ensure the collection’s safety and the gallery’s integrity by monitoring its security, preventing unauthorized persons from touching, handling, defacing or otherwise tampering with the works of art; monitor environmental and other conditions; immediately report critical inci­dents and any problems.
4. Assist with the development, design and production of exhibit marketing and informational materials for internal and external communications including art labels, posters, brochures, flyers, newsletters, invitations and postcards.
5. Schedule appointments and make meeting arrangements; assist with setup and cleanup for various events, shows and openings; assist with contacting vendors for food orders, market­ing materials, supplies and audio-visual equipment; handle other event logistics including soliciting volunteers and coordinating student workers.

### OTHER DUTIES:

1. Provide backup to other department staff as needed.
2. Contact campus police or custodial staff as needed.
3. Inventory and order supplies for the gallery.
4. Assist with coordination of student art shows.
5. May provide instructional support in the areas of museum studies and gallery operations.
6. Provide work direction to student workers and temporary registration staff as assigned.
7. Perform related duties as assigned.

### KNOWLEDGE AND ABILITIES:

### KNOWLEDGE OF:

1. Techniques and materials related to art gallery displays and exhibitions, including storage, packaging, shipping and display techniques for various contemporary art collections including traditional and multimedia displays.
2. Processing and cataloging records for collections; implementing a control system for registering and locating collection items.
3. Contemporary artists, art making and contextual knowledge of art history.
4. Principles, practices, concepts and techniques used in customer service, public relations and community outreach.
5. Office administration practices and procedures.
6. Common student needs, issues and concerns applicable to area of assignment.
7. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
8. District organization, functions, rules, policies and procedures applicable to assigned areas of responsibility.
9. Safety policies and safe work practices applicable to the work.

ABILITY TO:

1. Oversee the day-to-day operations, activities and services of a community college art gallery.
2. Design and construct art gallery display structures such as shelves, pedestals and devices; frame, mount, hang, light and dismount various artworks.
3. Effectively present information to viewers and student workers in one-on-one and small group situations.
4. Operate a variety of audio-visual devices commonly used in multimedia displays.
5. Assist with packaging, storing and shipping various artworks.
6. Operate hand and power tools used to display art.
7. Establish priorities and work effectively and independently with many demands on time.
8. Analyze situations accurately and adopt effective courses of action.
9. Communicate effectively, both orally and in writing.
10. Understand and follow written and oral instructions.
11. Operate a computer and standard business software.
12. Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.
13. Establish and maintain effective working relationships with all those encountered in the course of work.

### EDUCATION AND EXPERIENCE:

Graduation from an accredited four-year college or university with a bachelor’s degree in studio art, art history, museum studies or a related field, and one year of experience in the preparation and exhibition of artwork in a gallery or museum setting; or an equivalent combination of training and experience.

### LICENSES AND OTHER REQUIREMENTS:

A valid California driver’s license and the ability to maintain insurability under the district’s vehicle insurance program.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

None

**CONTACTS:**

District administrators, faculty, staff, students and the general public.

**PHYSICAL EFFORT:**

*The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Active involvement and careful attention to handling artwork including intermittent standing, walking, bending, climbing and stooping; occasional light lifting and carrying of objects weighing up to 25 pounds; ability to travel to various locations on and off campus as needed to conduct district business.

**EMOTIONAL EFFORT:**

Ability to develop and maintain effective working relationships involving interactions and com­munications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to work effectively under pressure on a variety of tasks concurrently while meeting established deadlines and changing priorities.

**WORKING CONDITIONS:**

Primarily business office environment or art gallery; subject to frequent public contact and inter­ruption; inter­mittent exposure to individuals acting in a disagreeable fashion; occasional even­ing, week­end and/or holiday hours are required on an as-needed basis.