

Position Description

POSITION PROFILE

Position Title: Student Gallery Attendant/Installer

EOU Department/College: Nightingale Galler/Art/CAHSS

EOU Supervisor Title: Cory Peeke, Art History, Professional Practices, Foundations,
Director of the Nightingale Gallery

Typical Job Duration: Academic year (Fall, Winter, and Spring terms)

Job Level: Level 1, \$13.20

Type of Schedule/Typical Hours: Monday - Friday, 11 AM - 4 PM (flexible to accommodate
class schedules and gallery needs)

Typical Number of Hours Per Week: 10-15 hours

POSITION INFORMATION

Student Position Description Summary:

The Nightingale Gallery seeks gallery attendants and install crew for fall, winter and spring terms. Gallery hours are Monday - Friday 11am-4pm.

Job Duties/Responsibilities/Essential Functions:

- Provide security for the artwork and other valuable items in the gallery.
- Greet visitors and provide them with information about current and upcoming exhibits.
- Maintain the professional appearance and cleanliness of the gallery.
- Conduct sales of artwork in a professional manner.

- Assist the student director and other staff in the installation and de-installation of exhibitions.
- Participate in special event planning and execution related to gallery exhibitions.

HIRING CRITERIA

Minimum Qualifications:

- Provide security for the artwork and other valuable items in the gallery
- Greet visitors and provide them with information about exhibit
- Maintain the professional appearance of the gallery
- Sell artwork in a professional manner
- Assist the student director in the installation of the exhibition

Preferred Qualifications:

- Prior experience in customer service or retail.
- Interest or background in art, museum studies, or related fields.
- Experience in handling art or working in a gallery setting.

Desired Knowledge, Skills & Abilities:

- Knowledge of contemporary art and gallery operations.
- Strong interpersonal and communication skills to interact effectively with visitors and artists.
- Ability to handle artwork carefully and knowledgeably.
- Organizational skills to maintain records of sales and visitor interactions.
- Flexibility and reliability to manage shifting schedules during exhibition setups and special events.

STUDENT LEARNING OUTCOMES

As a result of completing this internship, the student will:

Academic Learning Outcomes:

- Develop knowledge of art handling, installation techniques, and gallery management.

Industry Learning Outcomes:

- Gain practical experience in a professional gallery setting, enhancing understanding of the art industry.

Career-Readiness Learning Outcomes:

- Build skills in customer service, teamwork, and event management, preparing for future careers in arts administration or related fields

PROFESSIONAL DEVELOPMENT & TRAINING

Professional Development & Training

EOU student employees have an opportunity to engage in professional development and training as a part of the job. Supervisors support the attainment of professional development by either providing internal department-specific training and/or time reassigned from normally scheduled duties to participate in University-wide training opportunities including appropriate virtual community training opportunities.

Specific training/professional development opportunities:

- *[job-specific training from your department]*
- *[University and virtual community training/events specific to the student position]*
- Multicultural-sponsored training, activities, and events
- Career exploration activities via Career Services
- EO Career Expo Career-Ready symposium First Wednesday in April
- Resume Review with Career Services and/or WorkSource Oregon

LEARNING ASSESSMENT & PERFORMANCE EVALUATION

Learning Assessment and Performance Evaluation

Once a term, student employees and supervisors meet to discuss the progress on completing the position's learning outcomes and the employee's job performance. Specifically:

- Adjustments to the learning outcomes and job duties as needed in order to meet the outcomes
- Upcoming training and professional development opportunities
- On-the-job performance feedback and the level of meeting job duty expectations
- Application of coursework to the workplace, job duties, and learning outcomes
- Application of possible connections to future career-related interests and coursework