

Dittmar Memorial Gallery Assistant

POSITION DESCRIPTION

Under the direction of the student supervisor/curator, the assistants provide support for the day to day operation of the Gallery, programs, exhibition oversight, and special events. This includes being available to assist with all exhibit installations and de-installations, hosting receptions and special events, coordinate and communicate with potential or current exhibiting artists, gallery marketing efforts, and more.

HUMAN RESOURCES DETAILS

Shifts: 6-12 hours/week

Starting Wage: \$15 hour

Reports To: Dittmar Student Supervisors, Assistant Director, Arts & Programs

ESSENTIAL FUNCTIONS

1. Assists with exhibition install and deinstallation on a quarterly basis
2. Responsible for daily/routine the maintenance in the Gallery
3. Organizes the storage closet and checks all hardware
4. Attends all gallery receptions and may work special events
5. Assists with advertising and marketing efforts, including hanging posters/fliers, mailing invitations, etc.
6. Assists in set up, facilitation, and coordination of quarterly programs, special events, etc.
7. Attend all-staff weekly meetings
8. Assists with communication and coordination with potential and approved artists, including, but not limited to drop-off and pick-up times, artist paperwork, and more.
9. Serves as member of the gallery submission team to plan for and jury upcoming academic year artists.
10. Assist with maintaining the Norris Permanent Art Collection- by taking a quarterly inventory, and any other needs as assigned
11. Attend area meetings and Norris University Center orientation and training programs
12. 12. Other duties as assigned

Professionalism

- Required to collaborate with all Dittmar team members to proactively manage tasks, time, communication, and quality of work.
- Must maintain a professional and collaborative attitude towards all internal and external parties who work with Dittmar Gallery.

Administration

- Serve as a point of contact for all exhibiting artists and partners as needed when Student Supervisors or Director are unavailable.

ALL staff members must be available to work special events and aid in installation and desinstallation each quarter