



DITTMAR 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, and special events. This includes being available to assist with all exhibit installations and de-installations, hosting receptions and special events.

HUMAN RESOURCES DETAILS

Shifts: 6-12 hours/week

Starting Wage: \$14.00/hour

Reports To: Dittmar Student Supervisor/Curator

ESSENTIAL FUNCTIONS

1. Assists with exhibition set ups and strikes
2. Responsible for daily/routine the maintenance in the Gallery and Galleria Ground Floor Space
3. Organizes the storage closet and checks all hardware
4. Attends all gallery receptions and may work special events
5. Assists with advertising, including hanging posters/fliers, mailing invitations, etc
6. Assists volunteers for special events
7. Attends Dittmar Weekly Meetings
8. Attends and assists organizations/department gallery events
9. Handles all correspondence with artists in the absence of the Student Coordinator
10. Maintains the Norris Permanent Art Collection- by taking a quarterly inventory
11. Attend area meetings and Norris University Center orientation and training programs
12. Other duties as assigned

MINIMUM SKILLS AND QUALIFICATIONS

- Current Northwestern University Undergraduate Student
- Proven interest and experience in art related activities
- Good Customer Service skills from previous employment
- Work Study preferred but not required.

