

2022/2023 POSITION HAS BEEN FILLED.

Email megan.mette@rochester.edu if you would be interested in applying for a future semester.

Job Title: River Campus Gallery Assistant

Part-time position

Job Responsibilities:

- Coordinate exhibition installations and deinstallations in ASIS Gallery
- Coordinate exhibition maintenance with Studio Assistants
- Visit classes to demonstrate gallery protocol and the proper methods for installation and deinstallation in ASIS Gallery
- Assist students with installation and deinstallation of works in ASIS Gallery
- Patch, sand, and paint gallery walls and pedestals
- Assist with artist receptions
- Design posters for ASIS Gallery exhibitions, as needed
- Design and install exhibition labels and vinyl for ASIS Gallery exhibitions
- Promote exhibitions through distributing posters and posting images to social media
- Hang work in basement and other areas of Sage Art Center, as needed
- Assist students with installation and deinstallation of artwork in the hallway of Rush Rhees Library, as needed
- Curate text for message board in Sage Art Center
- Assist with planning, designing, and coordinating Sagefest (spring semester only)

Job Requirements:

- We prefer candidates with a background in art but are willing to consider students with the appropriate expertise.
- *Professionalism.* The Assistant will work with gallery manager, artists, and students through face-to-face meetings and email correspondence.
- *Attention to detail.* The Assistant will need to carefully handle and hang work in the gallery with the proper tools and instructions.
- Self-motivation with excellent organizational and research skills are required.
- Some design software knowledge is preferred, but not required.
- Ability to operate a DSLR camera is preferred, but not required.