

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

Job Title: Gallery Assistant

Part-time, paid position

Job Responsibilities:

- Assist with exhibition installations and deinstallations in and around Sage Art Center
- Perform gallery maintenance
- Visit classes to demonstrate gallery protocols and proper methods for exhibiting
- Assist with artist receptions
- Design and install exhibition wall information
- Design posters and digital materials for promotion
- Distribute posters around campus
- Create social media campaigns for the promotion of student work
- Submit events to UR events calendar
- Curate work in the basement gallery of Sage Art Center
- Assist with planning, designing, and coordinating Sagefest (spring semester only)

Job Requirements:

- Professionalism. The Assistant will work with the 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 experience is preferred, but not required.
- Ability to operate a digital camera is preferred, but not required.
- Preference will be given to Art and Art History majors, however, students with the appropriate expertise will be considered.