Title: Graduate Assistant for Union Galleries

Primary function of the position: This position directly assists the Senior Coordinator of Social Justice Programs in oversight of the Union Gallery and Social Justice Programs. This position will focus on curatorial practice, programming, administration, leadership development, and supervision of student staff.

Position is a one-half time (20 hours a week) 12 month academic year appointment, which includes some weekend and evening hours.

This position includes the following primary duties and responsibilities:

Programming
- Serve as the primary contact person and curator of the three Student Union Memorial Center exhibit spaces—the Union Gallery, Shadowbox Gallery, and Kachina Lounge. Responsible for planning exhibits, programming, artist relations, management of Gallery staff, daily operations, installations of exhibits and advertising.
- Create programs for non-traditional, commuter, and graduate students.
- Plan and implement university-wide programming with an emphasis on social justice.
- Create, administer, & analyze assessments that solicit feedback on programs offered Union Galleries.
- Facilitate workshops as part of the ATLAS program and Social Justice Workshop Series as needed

Administration
- Assist with the creation of Union Galleries marketing, including updating web pages
- Manage Union Gallery programming budget
- Manage relevant ListServ’s for CSIL.
- Take lead in grant-writing and fundraising for Union Galleries.

Supervising
- Supervise gallery assistants, including hiring, training and evaluation
- Provide leadership development opportunities for gallery assistants.
- Mentor and instruct gallery assistants in art handling, installations of exhibits, marketing, handling day-to-day tasks, and general gallery management.
- Supervise interns as needed

Departmental Responsibilities
- Attend CSIL staff meetings and participate in staff training activities.
- Attend bi-weekly planning meetings for Social Justice Programs.
- Participate in the Center for Student Involvement & Leadership’s (CSIL) planning and program assessment activities.
- Teach Educational Leadership courses as needed

Other duties as assigned.

Qualifications:
1. Bachelor’s Degree
2. Admission to a University of Arizona Graduate Program

Additional Preferred Qualifications:
1. Previous gallery management experience.
2. Previous experience with University programming
3. Previous experience working with or advising students/volunteers and/or student organizations.
4. Previous experience in program planning and presenting leadership workshops.

To apply for this position please submit a cover letter, resume and the names and contact information of three references to Graduate Assistantships Selection Committee, Attn: Jenny Nirh, Center for Student Involvement & Leadership, PO Box 210017, Tucson, AZ 85721-0017, or fax to (520) 621-6930, or email French@email.arizona.edu. If you have any additional question please contact Jenny Nirh.
GALLERY ASSISTANT POSITION DESCRIPTION

Title: Gallery Assistant
Supervisor: Graduate Assistant/Gallery Curator
Department: Center for Student Involvement and Leadership
Unit: Union Gallery
Compensation: Hourly wage based on average minimum wage
Number of positions: 2

Position Overview:

A Gallery Assistant (GA) is an experienced University of Arizona student who assists with planning, implementing, designing and advertising art gallery shows in the three Student Union Memorial Center exhibit spaces – the Union Gallery, Shadowbox Gallery, and Kachina Lounge. This student also works as a monitor for the main Union Gallery during its regularly scheduled hours of operation.

Primary Responsibilities:

* Monitor Union Gallery space
* Assist with installation, which may include delivery of artwork
* Assist with de-installation of each exhibit, including wall repair (patching, painting)
* Managing gallery supplies
* Publicize upcoming exhibits through press releases, website updates, and announcements
* Managing daily operations, including answering phones and preparing work orders for repairs and maintenance in the space

Qualifications:

* Currently and actively enrolled at the University of Arizona during Fall/Spring semesters
* Ability to problem solve, organize tasks, and work independently
* Excellent communication skills
* Willingness to learn new skills

   Experience with art handling and gallery installation procedure is preferred, but not necessary

For Questions/Additional Information:

Please contact Holly Brown, Graduate Assistant/Galleries Curator, at brownhb@email.arizona.edu or 520-621-6142