Federal Work Study
Job Description Form

Job Title: Art Gallery Assistant
Department or Organization: HCC Taber Art Gallery
Address (Off campus only):

Supervisor: Kim Hicks
Office: Donahue 370
Phone: 413-552-2279
Email: khicks@hcc.edu

Desire No. of Hires: Three total (1 in Fall ’21, 2 in Spring ’22)

Designee: Amy Johnquest
Office: Donahue Library Lobby
Phone: 413-552-2614
Email: ajohnquest@hcc.edu

General Job Description:

Detailed List of Duties:
Opening and closing gallery and remaining in the gallery during assigned hours. Assisting the gallery director in spackling and painting walls, preparing signage and helping to hang, remove or pack art work. Keep a clean orderly and professional atmosphere. Assisting with mailings, data entry, answering phones, help with receptions and promotions as needed. Familiarity with whatever is the current exhibition and give assistance (with questions etc.) to gallery visitors.

Opportunities for Advancement: Please list those duties an employee can expect to learn in terms of job growth, if rehired. Increased knowledge of professional and practical aspects of running a gallery, including art handling; creating and mounting wall signs; interacting with visitors, both in person and over the phone; maintaining the gallery space; and assisting with clerical work. While some of these skills are specific to an exhibition space, others are helpful in any job setting.

Responsibility Involved: Consider responsibility for direction of others, service to the public, equipment or materials used, and the amount of confidentiality required. The person in this position must be comfortable interacting with the public in a helpful and professional way.

Skills and/or previous experience desired:
Reliability, dependability and punctuality are absolute requirements.

Amount of supervision required: ☒ Regular ☐ Occasional ☐ Minimal

Student employees are not permitted to work without any supervision.

Hours desired to cover (evening, weekend, etc.):

How to Apply:
If interested, please list your:
- Name, Email, Phone and Home Address
- Degree or Certificate of Major at HCC
- Hours/days available to work and course schedule
- References from previous work experience and/or a recommendation from an HCC teacher

Deliver or email this information (do not call) to:
Amy Johnquest, Director of Taber Art Gallery
Holyoke Community College
303 Homestead Ave
Holyoke, MA 01040
ajohnquest@hcc.edu

Completed and Submitted By:
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