

## **DESERT COMMUNITY COLLEGE DISTRICT**

### **ART GALLERY ASSISTANT**

#### **BASIC FUNCTION**

Under the direction of the Dean, and in support of with the faculty Director of the Marks Center Art Gallery, coordinate, participate, and assist in the operation of the Walter N. Marks Center for the Arts: design, develop and coordinate publicity for art exhibitions; and communicate with gallery visitors and monitor gallery budget.

#### **REPRESENTATIVE DUTIES**

##### **Essential Duties:**

1. Coordinate the day to day operation of the art gallery and exhibits.
2. Prepare and distribute information, documents, insurance forms and other required materials related to the exhibitions.
3. Coordinate the proper completion of documents with College personnel, artists, organizations, and external agencies.
4. Design and participate in the production and distribution of promotional and publicity materials. Coordinate the printing of promotional materials with printing vendors.
5. Schedule and assist in the pickup, transportation and unpacking of exhibitions, exhibition preparation and display, and the repacking of exhibit collections.
6. Prepare and clean the gallery for new exhibitions. Coordinate and set up refreshments for openings. Clean up and reorganize the gallery for the next exhibition.
7. Coordinates the placing and hanging of paintings and the installation of objects on exhibit. Ensure proper and secure hanging and placement of art pieces.
8. Repair art work for exhibition, cutting mats and framing paintings and prints. Operate a variety of hand and power tools related to carpentry and construction using safe handling procedures. Operate painting equipment.
9. Organize talks and special events during the run of an exhibition showing. Conduct tours of the gallery and exhibitions.

##### **Other Duties:**

10. Coordinate educational and public relations programs designed to enhance the public use, understanding and enjoyment of the gallery facilities.
11. Schedules volunteers to work during exhibits. Orients and assists with the training of new student workers and volunteers.
12. Complete and maintain related work and payroll time sheets and records.
13. Assist with monitoring art gallery budget and calculating annual expenditures based on previous year.

14. Purchase and maintain supplies and materials inventory for Marks Center. Prepare and maintain a variety of records related to the Marks Center budgets, expenditures and materials.
15. Maintain files and schedule of past exhibits, correspondence and upcoming exhibits and activities.
16. Operate a computer and applicable software including Microsoft Office Suites and purchasing database.
17. Lock facility at end of day; coordinate and schedule security of facility during both open and closed hours.
18. Performs related duties as assigned.

### **KNOWLEDGE AND ABILITIES**

**Knowledge of:** Art gallery administration; fine art practice and art scene; two and three dimensional design principles and application to gallery installations. Visual arts as it relates to an art museum, gallery or display. Application of principles and practices of art gallery display and exhibition. Proper methods of storing art pieces, equipment, materials, and supplies. Budget preparation and control. Applicable computer software including Microsoft Office Suites. Principles of supervision, training, and providing work direction. Record-keeping techniques. Communicate effectively in writing and orally. Interpersonal skills using tact, patience and courtesy.

**Ability to:** Apply principles and practices of art gallery display and exhibition. Relate the art gallery program to the community and the college. Participate in the design, planning, and installation of exhibits. Develop various publicity and related brochure design. Establish and maintain cooperative and effective working relationships with others. Prepare and maintain records and files related to Art Gallery activities and student workers. Train, assign and review the work of others. Analyze situations accurately and adopt an effective course of action. Interact professionally and respectfully with the public, students, faculty, and staff of diverse backgrounds. Work independently with little direction. Plan and organize work. Meet schedules and time lines. Operate a variety of construction hand and power tools observing safe operational procedures. Lift and move up to 30 pounds; reach with hands and arms; climb and balance; sit and stand for long periods of time.

### **EDUCATION AND EXPERIENCE**

Any combination equivalent to: a bachelor's degree in fine arts, studio art, art history or a related field and two (2) years art gallery design, display and exhibit experience.

### **LICENSES AND OTHER REQUIREMENTS**

Valid California driver's license. Must have an acceptable driving record and current vehicle insurance meeting State of California requirements. Occasional travel required.

### **WORKING CONDITIONS**

**Environment:** Office and gallery environment. Constant interruptions and exposure to noise and electrical hand tools. Requires some evening and weekend; flexible hours and schedule depending upon exhibition and gallery operating hours.

**EMPLOYMENT STATUS**

Bargaining Unit Position

Classified Salary Schedule Range 15

Approved 3/2017