



**Associated Students of Western Washington University**  
AS Productions  
ASP Viking Union Gallery Director

### **About the Position**

The Viking Union Gallery Director is responsible for the planning and presentation of gallery exhibitions in the Viking Union Gallery. ASP VU Gallery is a student-created exhibition space in Viking Union 507. Its primary focus is to contribute to the artistic culture of Western through exhibiting the works of students and the works of local, regional and national artists who are producing art relevant and of interest to students.

### **Position Classification**

Coordinators provide programming for the Associated Students (AS) as a whole and facilitate events, offices and groups throughout the Western and Bellingham community. Coordinators report to department directors or supervisors. Specific duties include but are not limited to: Event programming, departmental Student Budget Coordinator, coordinating specific office functions, performing administrative work, supervising assistant coordinators, promote office and events, and maintain and update programming resources for the department.

### **About the Department**

The purpose of AS Productions (ASP) is to provide a comprehensive program of student activities and events for Western students and their community. AS Productions presents film series, concerts, lectures, art gallery exhibitions, theater/dance performances, and other entertainment.

### **Terms of Position**

This is a three quarter position. This position begins the Monday two weeks before the start of classes fall quarter and ends the Friday of finals week the following spring quarter. This position works an average of 15 hours per week. The position holder may work more some weeks and less other weeks depending on the office's needs. The position holder is neither required nor expected to work during intersession, winter break or spring break. The position requires 30 hours of planning and prep work to be done over the summer for the planning and scheduling of fall quarter's preliminary events. The weeks prior to classes beginning, the position holder will work with their director and attend office trainings.

### **AS Employment Qualifications**

- Maintain a minimum credit load throughout term of position of 6 credits for undergraduates and 4 credits for graduates.
- Maintain a minimum of a 2.00 cumulative grade point average.
- Ability to complete the entire term of the position.

### **Preferred Qualifications**

- Organizational and time management skills.
- Ability to communicate and work effectively with a wide variety of people on Western's campus and in the Bellingham community.

- Ability to work independently and responsibly, while supervising others.
- Ability to work collaboratively with multiple people and organizations.
- Ability to work within deadlines and problem solve.
- Ability to work flexible hours.
- Budget management knowledge or experience.
- Familiarity with art history as well as contemporary art.
- Experience organizing, or participating with, art- or gallery-related events.
- Basic knowledge of department and position specific responsibilities.

### **AS Employment Responsibilities**

- Serve the diverse membership of the Associated Students in a professional and ethical manner by:
  - Being familiar with and upholding the AS Charter, all WWU policies, and all AS policies (including the Employment Policy, Code of Conduct, Program Standards, etc.).
  - Attending all AS staff development events including, but not limited to: pre-fall orientation, pre-winter, pre-spring, and mid-quarter staff developments.
  - Being knowledgeable of the AS organization and its general operations.
  - Serving on search committees as designated by the AS Personnel Director.
- Ensure the legacy of this position by:
  - Working with supervisor and Personnel Director to revise and update position job description.
  - Working with the previous position holder to complete a minimum of 15 hours of unpaid internship as well as providing a 15 hour internship to the incoming position holder.
  - Developing and maintaining a legacy document as required by the AS Employment Policy.

### **AS Productions Responsibilities**

- Enhance communication, collaboration, and team cohesion within AS Productions by:
  - Attending weekly or bi-weekly meetings with the ASP Director to keep them informed about upcoming events and program status as a whole.
  - Attending all ASP staff meetings as scheduled by the ASP Director.
  - Attending the ASP Fall Departmental Training prior to the start of Fall Quarter.
  - Talking with the Logistics & Volunteer Coordinator as well as the Marketing Coordinator – Arts & Entertainment to determine the most effective means for collaborating and ensure that each individual fully understands the others' responsibilities.
  - Maintaining a minimum of 5 publicly-posted office hours per week.

### **Position Responsibilities**

- Ensure the proper and responsible use of student funds by:
  - Being responsible for allocation, expenditure and monitoring of the VU Gallery budget with the co-signing of ASP Director.
  - Completing event proposal forms as assigned by the ASP Director.
  - Completing an event evaluation form for each gallery exhibit and return to director within two weeks following the end of each exhibit.
  - Integrating various types of assessment into the event planning process, including outcomes, demographics, student satisfaction, etc., with guidance from the Asst. Director for Marketing & Assessment.

- Outlining a projected budget for each quarter and complete necessary proposals for review by the ASP Director before arranging exhibitions.
- Placing careful consideration into the selection and preparation of exhibitions.
- Provide comprehensive and accessible programming in the VU Gallery by:
  - Being primarily responsible for the programming and presentation of at least two (2) but no more than three (3) exhibitions per quarter. This includes- Plan, book, and make other arrangements for each exhibit (i.e. call for works, development of prospectus, exhibition agreements, insurance forms, etc.).
  - Providing oversight for hospitality for gallery receptions in cooperation with University Dining Services.
  - Arranging for the shipment, delivery, hanging and return of art exhibits.
  - Ensuring that effective and creative promotional strategies are developed and implemented, in conjunction with ASP Marketing Coordinator – Arts & Entertainment.
  - Providing oversight for day-of-show arrangements and troubleshoot any emergencies that arise, in conjunction with ASP Logistics & Volunteer Coordinator and involving the ASP Director and/or Advisor when appropriate.
  - Maintaining the condition of the gallery and the gallery storeroom.
  - Attending all gallery events.
  - Updating gallery access list for security and maintain contact with the Art Department.
  - Maintaining and updating resource files with artists and other industry contacts.
  - Receiving art handling training (as needed) from the Western Gallery and then provide art handling training to Gallery Attendants as needed.
  - Performing other duties as needed or assigned by the ASP Director.

### **Salary**

Minimum annual salary of \$6,765 (approximately \$289 twice per month fall quarter and approximately \$345 twice per month winter and spring quarters)

### **Reportage**

This position reports directly to AS Productions Director.

This job description is subject to change in accordance with the AS Employment Policy.  
 The Associated Students is an Equal Opportunity Employer.  
 Revised on February 10<sup>th</sup>, 2017 in Motion ASb-17-W-33.