



**Associated Students of Western Washington University**  
**AS Productions - Viking Union Gallery**  
**Gallery Attendant (hourly)**

**About the Position**

Gallery Attendants oversee exhibits during open hours, ensure the security of art pieces, and answer patrons' questions regarding exhibits.

**About the Department**

The purpose of AS Productions is to provide a comprehensive program of student activities and events for all Western students and their community. AS Productions presents Art Exhibitions, Live Music, and Entertainment. The Viking Union Gallery is a student-curated exhibition space that contributes to the artistic culture of Western's community by hosting diverse exhibitions primarily of student and local artwork, but also works of national and international artists. The VU Gallery is dedicated to Western students enhancing their educational experience by taking the time to reflect on the messages and meanings of the art exhibited, as well as by gaining greater understanding of the various kinds of expression and artistic mediums that may constitute art. The VU Gallery also assists student artists with learning how to successfully and professionally present their artwork in a gallery space.

**Term of Position**

Position begins after a qualified student is interviewed, selected and submits their employment paper work to the AS Personnel Office. The term of position will generally begin at the start of Fall quarter and end the Friday of Dead Week the following Spring quarter. Position holder should not work any hours during finals week of each quarter unless an exception to this condition is granted by the supervisor. Position holder is required to attend any trainings or orientations as required by the VU Gallery Director or supervisor. Position may begin later in the year or at any point in which a position becomes vacant. The position will be opened for re-application during each Spring hiring process. This position works an average of 6 -10 hours per week.

**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.
- Ability to work independently and responsibly.
- Ability to work collaboratively with multiple people and organizations.

- Ability to work within deadlines and problem solve.
- Basic knowledge of department and position specific responsibilities.
- Ability to dependably maintain scheduled gallery hours each week.
- Ability to demonstrate customer service skills.
- Interest in pursuing fine art, art history, or gallery management as a career path.

### **AS Employment Responsibilities**

- Serve the membership of the Associated Students in a professional and ethical manner by:
  - o Being familiar with and upholding the AS Charter, all WWU policies, and all AS policies including the Employment Policy, Code of Conduct, and Program Standards.
  - o Being knowledgeable of the AS organization and its general operations.
- Ensure the continuity and legacy of this position by:
  - o Working with supervisor and Personnel Director to revise and update position job description.

### **Position Responsibilities**

- Ensure that all visitors to the VU Gallery are met with a welcoming and professional environment
  - by:
    - o Opening the gallery and beginning daily operations in a timely manner; being attentive to patrons and the art throughout the work shift; and closing and securing the art gallery at the end of day.
    - o Greeting all patrons with a welcoming, friendly, and professional demeanor and serving as a source of information, while granting them the personal space needed for their own reflective appreciation of the art.
- Ensure the security and proper care of the art at all times while in the possession of the Gallery
  - by:
    - o Reminding patrons that food and beverages and disruptive behavior are not allowed within the gallery.
    - o Setting up and taking down art exhibits under the direction and supervision of the AS Productions VU Gallery Director, handling art with care.
    - o Utilize an organized filing system to aid artists with pick-up and drop-off of exhibition artwork, including the completion of proper paperwork. Completing this task.
- Actively contribute to the success of the VU Gallery by:
  - o Demonstrating punctuality and dependability.
  - o Attending all staff meetings as scheduled.
  - o Maintaining a consistent and open line of communication with supervisors about scheduling as well as any notable occurrences that take place in the Gallery.
  - o Performing other duties as assigned.

### **Wage**

This position will receive a Program Support Staff 2 wage, which is approximately \$11.00 per hour.

### **Reportage**

This position reports directly to the AS Productions Logistics & Volunteer Coordinator.

**This job description is subject to change in accordance with the AS Employment Policy.  
The Associated Students is an Equal Opportunity Employer. Revised February 21, 2017.**