

Position Title: Student Academic Gallery & Exhibitions Staff (SAGES)

Department: Academic Affairs

Reports to: Associate Dean, Academic Administration

Number of Openings: 8

Hours per Week: range of 5-10 hrs per week depending upon availability and gallery activity

Hourly Rate: \$15

Leadership experience complements the academic curriculum at MassArt and empowers students to become more confident, engaged artists, designers and citizens. Students have the opportunity to apply for various paid positions to be held during their sophomore through senior years.

Student Leadership at MassArt is rooted in MassArt's Mission and Values and is essential to transforming MassArt's culture and community. All student leaders will be expected to uphold MassArt's missions and values as we work together to make MassArt a more equitable place to work, learn, live and make.

Position Duties & Description:

SAGES will support on-campus and off-site academic exhibitions in the following ways: Assist with the management of Academic Galleries and Exhibitions including: Student Life Gallery, North Crackatorium, Tower Galleries, Thompson Gallery, and "Pop Up" spaces or "Common Space Requests"; provide similar support to other academic galleries, including: Brant, Arnheim, Doran, and Godine.

and/or

Assist with installation and support of Academic Exhibitions at external partner sites; examples of current exhibitions: Mass Eye & Ear, Department of Higher Education, Velir Corporation, etc.

Job duties include:

- Post call for art flyers around campus to advertise deadlines and promote on social media for on-campus or off-campus opportunities
- Assist with inventorying collected/loaned artworks, tools and equipment, gallery resources, documentation of artworks, etc.
- Be trained and train others on proper hanging and display techniques to maintain a high and consistent standard of excellence across all academic exhibitions.
- Assist students and faculty with all aspects of installations, including: preparing proposals, selecting submissions, jurying and installation, promotion, and de-installation.
- Perform administrative duties as needed, including: office communications (emails/mailers, promotions, posters), design and production of labels, ordering of supplies/consumables, data entry and inventoried tracking of collected artworks.
- Participate as part of the SGA and serve as voting member; track and manage budget funded through SGA.

- Maintain set office hours in addition to assigned gallery/exhibition projects.
- Participate in site visits to off-campus exhibitions sites for installations and/or show maintenance.
- Prepare and repair wall surfaces before and after installation.
- Work collaboratively with other SAGES and installers on all aspects of assigned projects.
- Attend weekly meetings with Academic Exhibitions staff.
- Other duties as assigned

Required Qualifications:

- Demonstrate strong verbal and written communication skills
- Must be organized and detail-oriented.
- Ability to work effectively with students, faculty, staff and the public
- Experience with office procedures preferred
- Experience with Adobe Suite specifically Photoshop and Illustrator preferred
- Experience with Google Drive, Office Word, Excel and Powerpoint preferred