

Position Title: Student Gallery Manager

Supervisor Name: Elizabeth DiCicco

Supervisor Title: Director, Campus and External Exhibits

Department: Academic Affairs

Number of Openings: 4

Hours per Week: 5 (depending on exhibition schedule, hours could increase to 10). Must be available to work weekends (approximately one weekend/month) to assist students in setting up their exhibitions.

Hourly Rate or Salary: \$1,550/academic year

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:

The Student Galleries Manager shall:

- Maintain Student Galleries including: Student Life Gallery, North Crackatorium, Tower Galleries and Thompson Gallery
- Post fliers as needed within around campus and on social media for semester gallery proposal deadlines
- Assist students in planning gallery proposals for exhibits
- Create and assemble mailers and announcements for galleries, etc.
- Serve as a voting member of the Student Government Association (attend meetings, create budget, maintain budget)
- Meet with jurors to choose exhibits in galleries
- Inventory/Order gallery supplies by working with SGA Advisor
- Train student exhibitors in the nuances of the gallery set-up procedures and policies
- Maintain regular office hours
- Create flyers and signs to promote proposal call for art
- Data entry as assigned
- Plan and implement programs with other student employee
- Depending on the state of COVID-19 this fall, may be using a virtual gallery (Kunstmatrix) to exhibit student artwork. This process would include data entry, artwork sizing, and utilizing the Kunstmatrix website.
- Help create and install marketing announcements for programs
- Meet regularly with the Director of Campus and External Exhibits
- Other duties as assigned

Qualifications:

- Must be in good academic and disciplinary standing
- Ability to express self effectively in oral and written communication
- 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