

GALLERY ATTENDANT JOB DESCRIPTION

2017-2018 / Bakalar & Paine Galleries

MASSART

MASSACHUSETTS COLLEGE
OF ART AND DESIGN

JOB OVERVIEW

Gallery Attendants in the Bakalar & Paine Galleries provide an invaluable service to the college and the public by creating a welcoming and informative environment for all visitors while overseeing the safety of exhibited artwork. Gallery Attendants are paid (\$11/hour), receive ongoing yearlong training, and gain experience toward potential museum and gallery careers.

Gallery Attendants work 2-3 shifts per week during the galleries' fall and spring exhibition cycles, and are supervised by the Bakalar & Paine Galleries education staff. Up to 13 applicants are hired for this competitive position.

FIRST-YEAR GALLERY ATTENDANT DUTIES

GUARDING DUTIES

Gallery Attendants are expected to:

- be punctual and professional;
- be able to stand and remain alert while visitors are in the galleries;
- enforce gallery rules in a courteous manner;
- assist in collecting information about visitors;
- work occasional special events (opening receptions, Family Day, Annual Auction, etc.).

INTERPRETIVE DUTIES

Gallery Attendants are expected to:

- become knowledgeable about the artists and exhibition on view;
- answer visitors' questions regarding the galleries/exhibitions;
- provide a friendly and welcoming environment;
- be prepared to personalize connections for visitors through one-on-one or group conversation.

SECOND-YEAR GALLERY ATTENDANT DUTIES

In addition to the responsibilities outlined above, second-year Gallery Attendants are expected to:

- hold themselves to a high professional standard reflective of their yearlong training and experience;
- exhibit leadership and assist in mentoring first-year Gallery Attendants during gallery shifts and Orientation.

ELIGIBILITY

The Gallery Attendant program is open to rising sophomores and juniors at MassArt. Successful candidates for the Gallery Attendant position are responsible, reliable, and willing to continually learn throughout the year. Art Education and Art History majors, as well as students with an interest in museum work and community engagement are strongly encouraged to apply.

Gallery Attendants must be available to participate in the following training sessions:

ORIENTATION

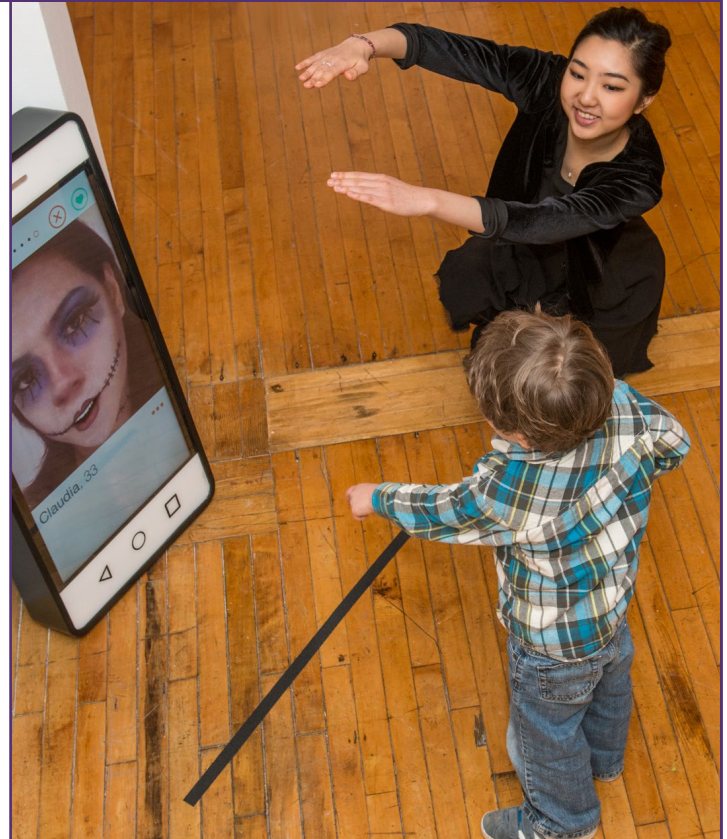
Saturday, September 9 & Saturday, September 16 (times TBD)

Orientation includes team-building activities, guarding and interpretive training, trips to local museums, and meetings with museum professionals.

GALLERY ATTENDANT MEETINGS

Thursdays from 7:00 - 8:30 pm in fall 2017; days and times TBD in spring 2018

Gallery Attendant meetings are a platform for topic-based dialogue, community building, and information sharing between Gallery Attendants and Bakalar & Paine Galleries staff.



Gallery Attendant Leena Cho (Painting '17) with a visitor on Family Day.

GALLERY ATTENDANT JOB APPLICATION

2017-2018 / Bakalar & Paine Galleries

HOW TO APPLY:

Submit the following by email or in person to Michael Reback, Gallery Education Associate:

- 1) Gallery Attendant application
- 2) Current resume

The deadline to apply is Friday, March 3, 2017 before 5 pm.

Applicants selected for interviews will be contacted in mid-March.

Questions? Contact Michael Reback: mreback@massart.edu / 617.879.7333

PERSONAL INFORMATION:

First and Last Name:	MassArt ID:	
E-mail Address:	Phone Number:	
What is your major?	What is your anticipated graduation date?	
Were you eligible for Federal Work Study during the 2016-2017 academic year? (If you are unsure, contact the Office of Student Financial Aid)	YES	NO
How did you hear about the Gallery Attendant position? Check all that apply:	Bakalar & Paine Galleries website MassArt Career Services website Presentation by gallery staff Posted flyer	Gallery Attendant information table MassArt professor or staff member Please list: Current Gallery Attendant Please list: Other:

ABOUT YOU:

Do you have any of the following experience? Check all that apply:	Professional job	Customer service
	Presentation / public speaking	Familiarity with contemporary art
	Leadership	Familiarity with galleries / museum
	Working with / being around children	Working with or managing groups of people

What work or academic experience(s) have you had that prepare you for the Gallery Attendant position? Please reply with 1-2 thoughtful paragraphs *(if you are completing this form on paper, you may attach an additional page if needed)*.

Why do you want to be a Gallery Attendant? Please reply with 1-2 thoughtful paragraphs *(if you are completing this form on paper, you may attach an additional page if needed)*.

In your opinion, what makes for a meaningful gallery/museum experience? Please reply with 1-2 thoughtful paragraphs, and detail examples from your own experiences whenever possible *(if you are completing this form on paper, please attach an additional page if needed)*.

LOGISTICS:

To be considered for the Gallery Attendant position, you must commit to working with us for the entire 2017-2018 academic year. Exceptions will be made only on medical/health grounds.

Are you able to make this commitment? *

YES

NO

The Gallery Attendant position requires a weekly time commitment of approximately 8-12 hours of paid work, plus availability on Thursdays in the fall semester from 7:00-8:30 pm.

Are you able to accommodate this work load during the 2017-2018 academic year? *

YES

NO

Gallery Attendants are required to participate in an **ORIENTATION** on Saturday, September 9 and Saturday, September 16, 2017.

Are you able to attend this training? *

YES

NO

** If you are unable to make this commitment, we regretfully cannot consider your application. If you would like to discuss any concerns, please e-mail Michael Reback, Gallery Education Associate, at mreback@massart.edu.*

RESUME (required):

Please attach a current copy of your resume when submitting your application. If you are submitting by e-mail, save your resume in one the following file formats: .pdf, .doc, .docx, or .jpg.

THANK YOU!

Thank you for taking the time to complete this application. We will review submissions and be in touch with applicants selected for interviews in mid-March. We look forward to welcoming a new team of Gallery Attendants!