

UNDERGRADUATE GALLERY ASSISTANT EMPLOYMENT APPLICATION 2015-2016 / Bakalar & Paine Galleries

The application deadline for the 2015-2016 academic year is Friday, September 11, 2015 by 5:00 PM, and must be accompanied by a resume and class schedule. The digital application may be completed using most PDF-friendly programs including Adobe Acrobat, Adobe Reader, and Preview.

Applications may be submitted by e-mail to Rob Gainfort, Chief Preparator, at rgainfort@massart.edu, or in person by visiting the Curatorial Programs office located on the first floor of South Hall, or by mail to Rob Gainfort, 621 Huntington Ave., Boston, MA 02115.

Applicants selected for interviews will be contacted starting Friday, September 18, 2015.

PERSONAL INFORMATION:

First and Last Name:

Phone Number:

E-mail Address:

What is your major?

What is your anticipated graduation date?

Were you eligible for Federal Work Study during the 2014-2015 academic year? *(If you are unsure, contact the Office of Student Financial Aid)*

YES

NO

*If you have a concern about your Federal Work Study status in relation to this application, please e-mail Rob Gainfort, Chief Preparator, at rgainfort@massart.edu.

How did you hear about the Gallery Assistantship position?
Check all that apply:

Bakalar & Paine Galleries website

MassArt Career Services website

Presentation by gallery staff

Posted flyer

MassArt professor or staff member
Please list:

Current Gallery Assistant
Please list:

Other:

What part of a Gallery Assistantship are you most interested in?
Check all that apply:

Exhibition maintenance

Art Handling

Fabrication/Carpentry

A/V

Office administration

Artwork registration

Photography

About You:

Would you consider yourself to be:

Somewhat

Very much so

Responsible

Reliable

A fast learner

A team player

A leader

A good listener

Respectful

Hard working

If you selected "Somewhat" for any of the above, are you willing to work towards "Very much so?"

YES

NO

Why do you want to be a Gallery Assistant? Please reply with 1-2 thoughtful paragraphs. *(If you are completing this form on paper, please attach an additional page or use the back of this application if you require additional space)*

Why do you want to work at the Bakalar and Paine Galleries? What do you believe to be 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 or use the back of this application if you require additional space)*

LOGISTICS:

To be considered for the Gallery Assistant position, you must be willing to commit to working with us for the full 2015-2016 academic year. Are you able to make this commitment? *

YES

NO

** If you are unwilling to make this yearlong commitment, we regretfully cannot consider your application. If you would like to talk to us about any concerns, please e-mail Rob Gainfort, Chief Preparator, at rgainfort@massart.edu.*

Availability:

Please list all available hours

Sunday:

Thursday:

**This is not a substitute for your class schedule. You must also submit a copy of your class schedule with this application.*

Monday:

Friday:

Tuesday:

Saturday:

Wednesday:

The Gallery Assistant position requires a time commitment based on our installation schedule. While we understand you will have additional school commitments, will you be able to balance this workload during the 2015-2016 academic year? *

YES

NO

** If you are unable to make this time commitment, we regretfully cannot consider your application. If you would like to talk to us about any concerns, please e-mail Rob Gainfort, Chief Preparator, at rgainfort@massart.edu.*

References:

Please List 3 references, including at least one of your immediate teachers or supervisors.

Reference 1

Reference 2

Reference 3

Name and Occupation

Email

Telephone

Gallery Assistants are required to participate in a ONE HOUR MANDATORY TRAINING SESSION (TBA)

Will you be able to attend this very important training? *

YES

NO

** If you are unable to participate in the required Gallery Assistant training, we regretfully cannot consider your application. If you are concerned about housing during the week before classes begin, please get in touch with us as we may be able to offer assistance. If you would like to talk to us about any additional concerns, please e-mail Rob Gainfort, Chief Preparator, at rgainfort@massart.edu.*

RESUME (required):

Please attach a current copy of your resume when submitting your application. If you are submitting by e-mail, we can only accept the following file formats: .pdf, .doc, .docx, .rtf, .txt, 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 starting Friday, September 18, 2015. We look forward to welcoming a new team of Gallery Assistants!