

SUGs Gallery Director: Installation (*Two Positions*)

15 hours per week

\$12.00 per hour

The SUGs Installation Gallery Directors work directly with exhibitors in a constructive and supportive manner regarding the layout, installation and use of the gallery space. Installation Directors will receive support from staff members of the Exhibitions Department including Exhibitions Managers and Site Managers and collaborate with the Installation Gallery Assistant to install and de-install exhibitions. In addition, Installation Directors work with the Administration Gallery Director and the Assistant Director of Exhibitions to facilitate and organize exhibition production.

Skills Required:

- Practical knowledge of power tools and basic construction.
- Prior art handling experience, fabrication and installation of media equipment is preferred, but not required.
- Ability to lift 50 lbs. and work on ladders.
- Strong organizational skills.
- Ability to work under strict and overlapping deadlines.
- Understanding the sensitivity of handling and installing artwork.
- Ability to work constructively with people from a variety of backgrounds and skill levels.
- Willingness to work collaboratively as part of a team.
- Excellent verbal and written communication skills.
- Strong teaching and instructional skills.
- Have valid authorizations in the general access wood and metal shops on campus.

Main duties include but are not limited to:

- Meet with fellow Directors on a weekly basis to discuss all matters pertaining to the installation of SUGs exhibition and supplemental training sessions.
- Collaborate with Administrative Gallery Director to develop special instructions for each exhibition to be relayed to the Gallery Assistants. (i.e. electronic media, watering plants, lighting settings.)
- Organize the release of artwork using the loan form and release forms.
- Generate production and installation calendar with exhibitors and staff.
- Anticipate material needs and exhibition expenses and inform the Assistant Director of Exhibitions and Site Manager about the ordering of necessary supplies for each to limit last-minute spending.
- Coordinate volunteers, Installation Gallery Assistant and Gallery Assistants for installation needs.
- Collaborate with exhibitors regarding the ideas and design of the space.
- Work with other departments of school to secure necessary media equipment.
- Install the exhibition in a safe, secure, clear, and educational manner with exhibitors.

- Aid in de-installation, and flip the gallery to prepare for the next exhibition (i.e. patching and painting walls, removing vinyl, cleaning the floor, etc. so that the space is in a suitable condition for the installation of the next exhibition).
- Maintain the tools and the shop, keeping it organized and clean.

How to Apply:

Send resume or CV, cover letter, and references to the Assistant Director of Exhibitions, Sarah Skaggs, sskaggs@saic.edu. Please put SUGs PR & Marketing Director in subject line.