

## **SUGs Lead Gallery Assistant**

Hours 5-7 per week

\$11 per hour

Must be work study eligible

The Lead Gallery Assistant is responsible for providing a point of contact between SUGs Gallery Directors and the Gallery Assistant team as well as administrative support for the SUGs office including, but not limited to

- All responsibilities of the Gallery Assistant position
  - Responsible for providing a primary point of contact in the Student Union Galleries, welcoming visitors, sharing information regarding the exhibitions, and encouraging visitors to return for other exhibitions and events.
  - Maintaining a clean and organized gallery space (opening and closing duties), and assisting in the cataloging of exhibition archives
- Works closely with Assistant Director of Exhibitions and Administrative Director to coordinate Gallery Assistant schedules each week
- Offers programming support when needed
- Has the opportunity to participate in the SUGs Proposal Review Process

### **Requirements:**

- Must be work-study eligible
- Hiring is based on availability in schedule
- Be in good academic standing
- Have two remaining semesters at SAIC
- Must be able to attend weekly meetings when necessary
- Responsive and able to supervise fellow student in a learning environment
- Must have interest in a leadership position
- Must be organized and able to coordinate multiple schedules and calendars

### **How to apply:**

Resumes and a cover letter should be sent to the Assistant Director of Exhibitions, Sarah Skaggs, [sskaggs@saic.edu](mailto:sskaggs@saic.edu) . Please put Lead Gallery Assistant in the subject line.