Job Title:  Department Assistant - Art Gallery

Duties:  
1. Open the Art Gallery, turning on lights and media  
2. Gallery sitting, greeting visitors, keeping count of visitors, answering visitor questions  
3. Administrative work such as typing up labels in MS Word, updating archives binder, updating MS PowerPoint presentations, updating lists in MS Excel, updating FB page, updating flyers in display cases, keeping tools and supplies organized  
4. Assist with installation and de-installation of exhibitions, such as spackle and paint walls, paint pedestals, hang pictures, move pedestals, hang labels and signage  
5. Assist with receptions, helping to set up food table and help with clean up  
6. Other tasks as needed

Additional duties (not included in job description):  
Assist with Art Department tasks, such as organizing prop room, sample drawings portfolio, art supplies, going to Reprographics to drop off and pick up copy jobs and packages, help with inventory of equipment, etc.

Number of positions:  2

Department:  Art

Work Location (room # or area):  VPA-133

Desired number of hours per week:  8 - 16

Duration:  ❑ Fall Only  
❑ Spring Only  
❑ Fall & Spring  
❑ Academic Year

Contact information to set up interviews

Name:  Rachel Lazo, Art Department Faculty and Art Gallery Coordinator  
Phone #:  408-274-7900 ext. 6612

Email:  Rachel.Lazo@evc.edu