

## **VIKING UNION GALLERY ATTENDANT**

### **Viking Union Mission:**

*The Viking Union welcomes and engages students, faculty, staff, and guests in building a diverse community. We continually strive to enhance the Western Experience through supporting student leadership, campus involvement and creative expression, and by providing services and events in our venues.*

### ***The Viking Union... Bringing Together the Campus Community at Western Washington University***

The Viking Union Gallery is a student-curated exhibition space that contributes to the artistic culture of Western's community by hosting diverse exhibitions primarily of student and local artwork, but also works of national and international artists. The VU Gallery is dedicated to Western students enhancing their educational experience by taking the time to reflect on the messages and meanings of the art exhibited, as well as by gaining greater understanding of the various kinds of expression and artistic mediums that may constitute art. The VU Gallery also assists student artists with learning how to successfully and professionally present their artwork in a gallery space.

Gallery Attendants oversee exhibits during open hours, ensure the security of art pieces, and answer patrons' questions regarding exhibits.

**REQUIREMENTS:** Maintain scheduled hours (must be dependable and punctual). Undergo required art handling/art hanging training upon hiring. Be enrolled in 6 credits per quarter at Western Washington University. Have an ability to work independently with minimal supervision.

### **RESPONSIBILITIES:**

1. Open art gallery and begin daily operations, continue operations, and close and secure art gallery.
2. Greet all patrons with a welcoming and professional demeanor.
3. Ensure the security of art exhibits; and remind patrons that food and beverages and disruptive behavior are not allowed within the gallery.
4. Set up and take down art exhibits under the direction and supervision of the AS Productions VU Gallery Director, handling art with care.
5. Utilize an organized filing system to aid artists with pick-up and drop-off of exhibition artwork, including the completion of proper paperwork.
6. Demonstrate punctuality and dependability; attend all staff meetings as scheduled.
7. Other duties as assigned.

**SKILLS DESIRED:** Ability to demonstrate customer service skills preferred. An interest in art or art history a plus.

**REPORTS TO:** AS Productions Logistics & Volunteer Coordinator

**WORK TIME:** 7 -13 hours per week

**SALARY LEVEL:** \$9.32 per hour

**APPLICATION PROCEDURE:** See "Hiring Procedures"