



## Art Gallery Maintenance and Operations Assistant

### POSITION SUMMARY

Art Gallery Facility and Equipment Upkeep

**Duties:** The **ideal applicant** is one who enjoys physical tasks and is especially skillful at working with his/her hands. Tasks vary, so background experience as an all-around "handy-person" is important. Patching walls, adjusting lighting, setting up computer stations, helping pack and unpack shipments of art, organizing gallery storage areas, and basic repairs are some of the most regular items on the weekly "to-do" list.

**Number of students needed:** one per semester

**Number of Hours per Week per Student:** 2 to 3 minimum; 4 to 5 maximum. Number of hours can vary somewhat from week to week.

### POSITION QUALIFICATIONS

Ability to balance a variety of tasks and demands; an attitude of helpfulness; attentiveness and carefulness in handling delicate objects and costly works of art; an ability to work at tasks with an eye for precision and fine-tuning; attentiveness to specific instructions and deadlines; ability to work effectively under close supervision.

**Duration:** Depending on the needs of specific gallery exhibitions and general gallery operations, this work-study position offers employment 9 to 11 weeks per semester.

In general, **work hours** are available after 4 p.m. Monday through Thursday, but because each exhibition period has different requirements, some flexibility is appreciated.

### APPLICATION

**Reports to:** Sr. Theresa Couture, Director [tcouture@rivier.edu](mailto:tcouture@rivier.edu)

An **application interview** is required during the first week of classes. Kindly e-mail the Gallery Director, Sister Theresa Couture, at [tcouture@rivier.edu](mailto:tcouture@rivier.edu). No phone calls please. In the e-mail, describe your skills for this work-study position, and also indicate the hours when you can be available to work.