

WORK-STUDY, FALL 2019

Department:

THE ART GALLERY

Supervisor:

Sr. Theresa Couture, Director

tcouture@rivier.edu

Position Title:

Receptionist/office assistant

Job Description:

Depending on the duration of each exhibition, **work-study positions at The Art Gallery generally offer employment from 9 to 11 weeks per semester.**

Receptionist tasks involve opening and/or closing the gallery, keeping watch over high-cost exhibitions, and greeting visitors; also, as needed, some set-up tasks and visitor assistance with digital components. These are the most important components of the job.

Office work is sometimes included. While at the reception desk students may have specific tasks, such as data entry, to complete at an iMac computer that is provided. On days when such tasks are not assigned, students may combine their receptionist responsibilities with personal work at the desk.

Qualifications/Skills Needed:

Applicants should be friendly, demonstrate an interest in the arts, and be willing to learn about the exhibitions so that they can communicate basic information about them to gallery visitors.

It is also important that applicants be willing to work alone in a relatively quiet environment.

Computer skills and a willingness to possibly learn new computer programs in a Mac environment are expected.

Punctuality and responsibly keeping assigned hours are important since gallery hours are published.

Number of Students Needed: possibly 5-7, depending on student availability.

Number of Hours per Week per Student: varies according to student availability within The Art Gallery schedule, but most students work 2 to 3 hours per week.

Work hours are available:

Monday through Thursday between 10 A.M. and 4 P.M.

A brief application interview is required during the first week of classes. Kindly e-mail the Gallery Director, Sister Theresa Couture, at tcouture@rivier.edu. No phone calls, please. **In the e-mail indicate clearly the OPEN HOURS for which you would like to be considered.** Please do not request work during hours when the Gallery is closed.