ABOUT THE OFFICE

AS Productions (ASP) creates activities and events for Western students and their communities. AS Productions presents films, concerts, art gallery exhibitions, comedy, speakers, and other events featuring artists and issues that provoke thought and deepen appreciation of the arts.

ABOUT THE POSITION

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

OFFICE RESPONSIBILITIES

- Plan short- and long-term goals with office staff
- Continuously receiving feedback from participants of events and services
- Be available to campus departments to represent the office and its programs
- Promote teamwork and collaboration with the VU Gallery staff and throughout AS Productions

POSITION RESPONSIBILITIES

- Opening the Gallery and beginning daily operations in a timely manner
- Greeting all visitors to the Gallery and answering questions about the artist(s) and artwork
- Keeping the artwork secure and free from damage, including reminding visitors that food and beverages are not allowed in the space
- Setting up and taking down exhibitions with the guidance of the VU Gallery Director
- Handling artwork drop-off and pick-up when shows are beginning/ending
- Demonstrating punctuality and dependability
### REQUIRED QUALIFICATIONS

- Maintain a minimum credit load during full term of position:
  - Undergrad: 6 credits
  - Grad: 4 credits
- Maintain a minimum of 2.0 GPA.
- Ability to complete entire term of position.
- At the time of hiring, be eligible for employment in the U.S.
- Being awarded work study from Financial Aid is not required for this position, but can be applied to this position.

### PREFERRED QUALIFICATIONS

- Ability to maintain scheduled gallery work hours each week (inside the open hours of 11am – 5pm)
- Effective customer service skills
- Ability to lift moderate weight (10–25lbs.) and to handle artwork safely
- Effective organizational and time management skills
- Ability to work independently and responsibly
- Demonstrated ability to work collaboratively with people of diverse backgrounds and opinions
- Ability to work within deadlines and problem solve
- Ability to identify and work on removing inequities, barriers, and forms of oppression that may be present in the programming or services of this position
- Ability to communicate in an effective manner that is welcoming to wide variety of people
- Interest in fine art, art history, or gallery management

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*This job description is subject to change in accordance with the AS Personnel Policy. The Associated Students is an Equal Opportunity Employer. Revised September 14, 2021 by Personnel Director.*