



Temporary Hire – Position Description Form

Casual Workers | Helper Aids | Special Consultants

Office of Human Resources

This description will be used as a basis for determining temporary employment type and will be maintained as an official record of the duties assigned to this position. The appointing authority and supervisor are accountable for establishing the assignment and ensuring the accuracy of this information.

FOR HUMAN RESOURCES USE ONLY:			Temporary Hire
APPROVED APPOINTMENT TYPE	APP. BY C&C	DATE	THIS COPY TO
Casual Worker	VC	06/20/2024	<input type="checkbox"/> HR <input type="checkbox"/> EMP <input type="checkbox"/> SUP <input type="checkbox"/> C&C

1. POSITION INFORMATION

Employee: _____ Department: University Galleries-College of Arts & Letters

Working Title: Gallery Preparator

Name & Title of Dept. Chair/Work Lead (if any): Kelly Lindner, Art Galleries and Collections Curator

Name & Title of Appropriate Administrator: Christine Bellon, Associate Dean, College of Arts & Letters

Name of Dean/Manager (MPP): Sheree Meyer, Dean, College of Arts & Letters

2. APPOINTMENT TYPE BEING REQUESTED (Select One)

Special Consultant Casual Worker Helper Aid

3. SIGNATURES

Signatures denote that this position description is an accurate statement of the duties and responsibilities assigned to this position. The person holding this position is considered a “mandated reporter” under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

Employee: _____ Date: _____

Appropriate Administrator: Kelly Lindner Date: 06/24/2024

Dean/Manager (MPP): Christine Bellon Date: 06/25/2024

4. KNOWLEDGE, SKILLS, ABILITIES, AND EXPERIENCE

List any knowledge, skills, abilities, and experience required to successfully perform the essential functions.

1. Demonstrated ability to maintain a welcoming and inclusive work environment with diverse colleagues and constituents including faculty, students, staff, and members of the community.
2. Demonstrated commitment to building and maintaining a respectful and professional work environment.
3. Knowledge of fine art handling procedures and protocols and exhibition installation.

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Casual Worker	Gallery Preparator

4. Skilled experience with framing, packing and art handling, use of tools such as drill and ladders, assembling and moving furniture displays for exhibitions and adjusting gallery lighting.
5. Ability to problem solve and work efficiently within deadlines.
6. Ability to follow instruction, work independently, and manage projects to completion.
7. Commitment to maintaining a welcoming and inclusive work environment with diverse colleagues and constituents including faculty, students, staff, and members of the community.

Conditions of Employment:

- Ability to pass a background check

5. POSITION SUMMARY

Provide a few short, specific statements, which outline the purpose of the job.

Under the direction of the Galleries Curator and Director, the gallery preparator will assist staff and exhibiting artists with art handling, installation and de-installation, framing, and gallery lighting for exhibitions in any of the three galleries. This position is project based and is dependent on the exhibition schedule for each academic year.

6. ESSENTIAL FUNCTIONS OF THE POSITION

Describe each major responsibility assigned to this position and indicate the percentage of time devoted to each function, as well as the frequency in which each function is performed.

Essential Functions should total of 100% of Time.

% of Time	Frequency (daily, weekly, monthly, etc.)	Essential Functions Only (List in order of importance)
60%	Project-based	Work directly with Gallery Curator, University Galleries staff, exhibiting artists and student gallery assistants installing and de-installing 4-5 exhibitions during the academic year at the University Library Gallery. This includes moving and assembling display furniture as needed, assisting with exhibition layout and design, artwork handling, determining proper installation for specific artworks, overseeing gallery lighting for each exhibition.
30%	Project-based	Helps with aspects of packing, art handling, and shipping for in-coming and out-going exhibits.
10%	Project-based	Assists with maintaining safety of Sacramento State Art Collection, such as proper handling, moving, and storage.

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7. ADA REQUIREMENTS – MUST BE COMPLETED

To comply with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical, mental, and environmental conditions of the Essential Functions of the job (with or without a reasonable accommodation).

Use these codes to complete the section below: F (frequently), O (occasionally), N (not at all). Do not use “X.”

PHYSICAL		MENTAL		ENVIRONMENTAL	
<input type="radio"/>	Sit	<input type="radio"/>	Direct others	<input type="radio"/>	Is exposed to excessive noise
<input type="radio"/>	Stand	<input type="radio"/>	Concentrate	<input type="radio"/>	Is around moving machinery
<input type="radio"/>	Walk	<input type="radio"/>	Analyze	<input type="radio"/>	Is exposed to marked changes in temperature and/or humidity
<input type="radio"/>	Have mobility	<input type="radio"/>	Use reason/logic		
<input type="radio"/>	Bend	<input type="radio"/>	Demonstrate recall	<input type="radio"/>	Is exposed to dust , fumes, gases, radiation, microwave (circle)
<input type="radio"/>	Climb	<input type="radio"/>	Make decisions		
<input type="radio"/>	Reach	<input type="radio"/>	Works rapidly	<input type="radio"/>	Drives motorized equipment
<input type="radio"/>	Kneel	<input type="radio"/>	Handle multiple tasks/priorities	<input type="radio"/>	Works in confined quarters
<input type="radio"/>	Push/Pull	<input type="radio"/>	Tolerate variety	<input type="radio"/>	Works in high places
<input type="radio"/>	Have gross hand coordination	<input type="radio"/>	Work with others	Other:	
<input type="radio"/>	Have fine hand coordination	Other:			
<input type="radio"/>	Hear with background noise				
<input type="radio"/>	Hear the spoken word				
<input type="radio"/>	Hear over a phone/other device				
<input type="radio"/>	See to read fine print				
<input type="radio"/>	See to read bold print				
<input type="radio"/>	See to accomplish a task				
<input type="radio"/>	Talk				
<input type="radio"/>	Communicate				
<input type="radio"/>	Lift: <u>50</u> lbs. max				
<input type="radio"/>	Carry: <u>30</u> lbs. max				
<input type="radio"/>	Operate equipment				
<input type="radio"/>	Perform keyboard entry				
<input type="radio"/>	Other:				

Employee Initials: _____ Date: _____