Smith Gallery is hiring for the position of Gallery Assistant for the academic year of 2015-2016. The position begins in August 2015 and ends May 2016.

**JOB DESCRIPTION & RESPONSIBILITIES**

The Gallery Assistant reports directly to the Director of the Smith Gallery (SG) and will assist with a variety of duties and tasks related to the SG exhibitions, programs, projects, and special events as needed. This person will be responsible for and will be expected to gain skills in the following: art handling (2-D and 3-D works of art), installation of indoor and outdoor works of art, art cleaning, exhibition design and maintenance, basic carpentry work, administrative duties, filing, framing, and record management. Gallery Assistants also work closely with other Appalachian staff including Art Faculty, Schaefer Center Box Office, and Housekeeping staff.

Other responsibilities include working as gallery security at gallery receptions and special events in the Schaefer Center for the Performing Arts under the direction of Director of Patron Relations and Gallery Director.

Hours are scheduled on an as needed basis.
Applicants must be able to work at least 3 days a week and 3 nights a week after 5 pm.
Pay is $7.25 per hour.

**QUALIFICATIONS**

This person must be able to work well with others and be able to stay on task whether working independently or as part of a team. He/she must be reliable, highly organized, self-motivated, detail-oriented, and a good problem solver. He/she must also possess strong computer skills, basic knowledge of the Mac platform is required with a general knowledge of Excel, Word, PowerPoint and Photoshop among other Mac applications. He/she must demonstrate a professional attitude and continually maintain a neat workspace with respect for all artwork, people, and materials at all times.

Only applications from Appalachian State University Students will be reviewed.

Preference will be given to applicants who are available for student employment through May 2017.

Applicants will be notified by April 22\textsuperscript{nd} if they will have an interview.
Interviews will be conducted April 27\textsuperscript{th} – April 30\textsuperscript{th}.

Completed applications are due on April 20, 2015 to Ben Wesemann at wesemannbj@appstate.edu

A completed application includes: a cover letter explaining your interest in the position and work-related experience, resume, and completed Gallery Assistant Availability Form on page 2.
Name:
Phone number:
AppState Email:

Please list the hours you are expecting to be available between 8 AM – 11 PM:

Monday:

Tuesday:

Wednesday:

Thursday:

Friday:

Saturday:

Sunday:

Please list the days you are expecting to be unavailable to work during the fall 2015 semester:

Please list times you are available to interview between the hours of 9 am and 5 pm:

April 27:
April 28:
April 29:
April 30:

Please resave the document with your last name and return along with your cover letter and resume to wesemannbj@appstate.edu by April 20.

Smith Gallery is located in the Schaefer Center for the Performing Arts at 733 Rivers St, Boone, NC 28608. Like us on Facebook or visit art.appstate.edu/cjs/. If you need additional information please contact Ben Wesemann at wesemannbj@appstate.edu or 828.262.7338.