

VIKING UNION GALLERY ATTENDANT

Viking Union Mission:

The Viking Union welcomes and engages students, faculty, staff, and guests in building a diverse community. We continually strive to enhance the Western Experience through supporting student leadership, campus involvement and creative expression, and by providing services and events in our venues.

The Viking Union... Bringing Together the Campus Community at Western Washington University

The Viking Union Gallery is a student-curated exhibition space with the primary focus “to contribute to the artistic culture of Bellingham community while promoting the artwork of Western's student and regional artists.” The Gallery provides events, such as opening receptions, for students, faculty, staff, and guests to enjoy learning in a unique environment. Gallery Attendants oversee exhibits during open hours, ensure the security of art pieces, and answer patrons' questions regarding exhibits.

REQUIREMENTS: Maintain scheduled hours (must be dependable and punctual). Undergo required art handling/art hanging training upon hiring. Be enrolled in 10 credits per quarter at Western Washington University. Have an ability to work independently with minimal supervision.

RESPONSIBILITIES:

1. Open art gallery and begin daily operations, continue operations, and close and secure art gallery.
2. Greet all patrons with a welcoming and professional demeanor.
3. Ensure the security of art exhibits; and remind patrons that food and beverages and disruptive behavior are not allowed within the gallery.
4. Set up and take down art exhibits under the direction and supervision of the ASP Gallery Coordinator, handling art with care.
5. Utilize an organized filing system to aid artists with pick-up and drop-off of exhibition artwork, including the completion of proper paperwork.
6. Demonstrate punctuality and dependability; attend all staff meetings as scheduled.
7. Other duties as assigned.

SKILLS DESIRED: Ability to demonstrate customer service skills preferred. An interest in art or art history a plus.

REPORTS TO: Lost and Found/VU Gallery Staff Coordinator

WORK TIME: 10-15 hours per week

SALARY LEVEL: \$8.35 per hour

APPLICATION PROCEDURE: See “Hiring Procedures”