

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

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| <u>JOB TITLE</u> | GALLERY ASSISTANT- P/T (up to 25 hours/week) |
| <u>PAY GRADE</u> | C-3 |
| <u>STATUS</u> | NON-EXEMPT |

MAJOR RESPONSIBILITY

Provide staff support to the Visual Artists Society and Webber Gallery. Key duties involve daily administrative functions to support the educational and community development mission of Visual and Performing Arts Department.

At the College of Central Florida, our vision is "To be the first choice for quality higher education in our community." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or Training: High school diploma or equivalent required.
2. Years of experience in field: Two years secretarial, clerical computer and typing experience required, preferably in a museum, art gallery or related environment.
3. Special skills or abilities related to position: Positive human relations skills. Knowledge of Business English, spelling and punctuation. Knowledge of overall functions and operations of the department to which assigned. Knowledge of computer usage.

ESSENTIAL JOB FUNCTIONS:

1. Receive calls, assist customers and/or refer callers to appropriate offices.
2. Set up and maintain specialized office files for the Visual Artists Society. Assemble information for supervisor's use.
3. Use computer, data entry equipment, or word processors to input data regarding membership, art intake and mailing lists etc.
4. Assist in the preparation, maintenance and monitoring of the budget.
5. Assist with maintenance of the college's Permanent Art Collection and other special projects.
6. Implement the marketing for exhibits, including media contact and production of marketing materials.
7. Assist with drop off and intake of artwork for all exhibits.
8. Prepare insurance paperwork for exhibits.
9. Coordinate special events for the Visual Artists Society.

Revised 5-13-10

Revised 9-10-07

03/21/05

ESSENTIAL JOB FUNCTIONS (Continued):

10. Compile, prepare layout, print Visual Artists Society quarterly newsletter, Le Salon.
11. Other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required)

ESSENTIAL PHYSICAL SKILLS

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing
- Able to sit at a desk and view a display screen for extended periods of time
- Ability to access, input, and retrieve information from a computer or other electronic device
- Light (up to 15 pounds) lifting
- Walking
- Standing
- Sitting

ENVIRONMENTAL CONDITIONS

- Works in an office and art gallery environment

(Reasonable accommodations will be made for otherwise qualified individuals with a disability)

PRIMARY LOCATION OF JOB: Webber Gallery, Ocala Campus

SUPERVISOR OF POSITION: Director - Visual and Performing Arts