

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

<u>JOB TITLE</u>	GALLERY ASSISTANT (Part-time – Not to exceed 25 hours per week. Flexible Schedule.)
<u>PAY GRADE</u>	C-1
<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 the Visual and Performing Arts Department.

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." 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 the 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 the 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 the supervisor's use.
3. Use a computer, data entry equipment, or a word processor to input data regarding membership, art intake, mailing lists, etc.
4. Assist in the preparation, maintenance, and monitoring of the budget.
5. Assist with the 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.

ESSENTIAL JOB FUNCTIONS (Continued):

8. Prepare insurance paperwork for exhibits.
9. Coordinate special events for the Visual Artists Society.
10. Compile, prepare layout, and print the Visual Artists Society quarterly newsletter, "LeSalon".
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)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without a hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and a computer for extended periods.
- Routinely requires sitting at a desk and viewing a display screen for extended periods.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting, and bending.

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: Fine Arts Center Manager - Visual and Performing Arts