



Department:	Art Gallery
Job Classification:	FWS
Job Title:	Gallery Attendant
Supervisor:	Amy MacLennan
Dates of Employment:	9/13-12/8/18
Hours per week:	3-6
Number of Positions:	6
Job Location:	McKendree University Gallery of Art, 224 W. St. Louis St., Lebanon, IL

Qualifications:

- An interest in the visual arts
- Good communicator who can interact well with visitors to the gallery
- In good academic standing
- Reliable and able to walk or drive to the gallery from campus
- Must have a working cell phone

Purpose of Position:

- Keep the gallery open during regular hours
- Welcome visitors
- Promote the Arts in Lebanon
- Ensure the safety of artwork on display

Duties and Responsibilities:

- Open and close the gallery 1-4 pm
- Place sandwich sign in front of the gallery
- Take out trash and bring sign inside at the end of your shift
- Alert supervisor regarding maintenance or other issues
- Review posted work schedules and communicate with supervisor

All Work Study Positions will be paid \$8.25 per hour and have a yearly evaluation by the Supervisor.

Gallery Attendant Information Questionnaire

**Please complete and return to:
Amy MacLennan, Associate Professor
Director, McKendree University Gallery of Art
Office: Benson Wood
Email: asmacclennan@mckendree.edu**

Name _____

Preferred pronoun _____

Cell _____

Email _____

Are you on a team? Please list all _____

Do you belong to a campus organization? Please list all _____

Please circle days when you are usually available to work in the gallery. All shifts are 1-4 pm. You must be able to be at work during the entire shift.

Thursdays 1-4

Fridays 1-4

Saturdays 1-4