GROSSMONT COLLEGE

Financial Aid Office

2023 - 2024 Federal Work Study Position Request

Job Title/Classification:	Gallery Assistant	**Grossmont College Department:**	Visual Arts & Humanities Department
Supervisor Name:	Alex DeCosta	**Dean/Manager Name:**	Dr. Vanessa Fountain
Supervisor's Room and Extension:	Room 22-102, ext 7214	**Number of positions needed:**	2
Pay Range:	Federal Work-Study I $15.50	**Number of Hours Per Week:** *[Maximum hours may not exceed 25 hours per week]*	Up to 25
Semesters: *[i.e. Fall and Spring, Fall Only, Spring Only]*	Fall 2022 and Spring 2023	**Days & Times Needed:** *[i.e. MWF from 8am -12noon, M-F mornings, Varies and will work with student's schedule, etc.]*	Varies with exhibition schedule. Supervisor will work with student to schedule each week.
Location Work-study student will be placed (If different from Supervisor's office):	Hyde Art Gallery, Performing and Visual Arts Center		
Skills and Other Requirements: *[i.e.: Command of the English Language to the level of English 98, successfully completed a specific course with a certain grade, familiarity with MS Office, TB Test, etc.]*	Ability to communicate effectively orally and in writing. Worker must be able to lift at least 30lbs.		

Job Description (Enter Text Below)- please state the purpose of this position within your department and the duties and responsibilities associated with the position:

Example: *Financial Aid Ambassador- the purpose of this position is to provide support to various college financial aid programs. The duties and responsibilities include outreach, financial aid presentations and assisting students with financial aid applications/forms.*

Are you an art student, interested in starting a career in arts administration, or just curious to learn how an art gallery operates? Join the Hyde Art Gallery team today!

The Gallery assistant will support the Gallery Director with the daily operations involved in the management of Hyde Art Gallery at Grossmont College. Tasks will vary from administrative to hands-on projects, including inventory and archive of gallery records and art collection; manage gallery reception, greet visitors, and keep track of gallery attendance; promote exhibitions online, contribute to gallery social media; patch and paint pedestals and gallery walls between exhibitions; assist with other events scheduled concurrently with exhibitions in the gallery including artist workshops, lectures, and receptions.

Students will also learn valuable skills including exhibition lighting; museum standard practices of artwork handling – artwork installation, framing, wrapping for storage and shipping; conditioning and cataloging.

Smart Key *(please provide a Smartkey that any funds earned in excess of the student's award can be charged to):*	1378201		
Signature of Dean/Manager:	B. V. Fountain	**Date:**	8/7/23

After the Dean/Manager has signed, please return this request to the Financial Aid Office, 10-109, ATTN: Jenna Marogi or via e-mail to Jenna_Marogi@gcccd.edu