

JOB TITLE	UWT Art Gallery Assistant
DEPARTMENT NAME	Interdisciplinary Arts and Sciences – UW Tacoma
JOB LOCATION	UWT Art Gallery, 1742 Pacific Ave, #406 On ground floor of BHS
CONTACT/SUPERVISOR	Tyler Budge
PHONE NUMBER	253-692-4623 (Naidus), 253-692-4622 (Budge) (Complete 10-digit number)
EMAIL ADDRESS	thbudge@u.washington.edu
BOX NUMBER	Box 358436
EMPLOYMENT PERIOD	Summer Only [] Sum & Acad Year [] Acad Year Only [X]
HOURS PER WEEK	Sum: 40 hrs/wk [] up to 19 hrs/wk [] Acad Yr: up to 19 hrs/wk [X] Approximately 250 hours during the academic year
RATE OF PAY	\$10 per hour (Compliance with current UW Student Pay Schedule)

Duties and Responsibilities:

Keep UWT Art Gallery secure during exhibitions. Some occasional administrative tasks such as assisting in preparing mailings or helping with installation of art work.

Minimum Qualifications:

Ability to work independently. Positive professional attitude and good communication skills. Interest in art and willingness to learn about exhibits and provide information about the exhibits to gallery visitors.

Educational Benefits:

Opportunity to gain experience working with university students, faculty and exhibiting artists. Also, opportunity to learn about art exhibits, to gain experience working in a gallery and helping educate gallery visitors about the exhibits.

OFFICE USE ONLY

Job Class Code: 0875 0872 Grad: 0881 0882 0883
 51% Comp. to Classified: Yes [] No []
 State [] Federal []
 Open [] Closed []

JOB NUMBER:

11TACO25

JOB CATEGORY:

ARTS/MEDIA