Gallery Attendant, UAS 1545
Luckman

Salary Range: $18.00 - $134.00/hourly

Work Schedule. This is an on-call pool position; hours to be determined; Non-exempt position. This position is not eligible for benefits. Must be available to work weekends and occasional evenings.

Essential Functions: Under the supervision of the Technical Director, the incumbent will be responsible for the security of artwork located in the Luckman Fine Arts Complex Gallery during business hours. The incumbent welcomes and assists Gallery visitors, ensuring suitable conditions for visitors. Duties include: overseeing the gallery and the safety of the art work, recording and maintaining various gallery records, providing exhibition information, answering phone calls, maintaining the lobby foyer display cases, assisting with mailings, filing and other light clerical duties.

Duties:

60%- Watch over the safety of gallery artwork by ensuring artwork is displayed properly and by minimizing patron contact with the artwork.

20%- Provide gallery exhibition material and general information of patrons. Provide a complete, concise, insightful depiction of the gallery exhibition and the ability to express exhibition theme.

10%- Answer phones, maintain foyer display case, recording and maintaining gallery records.

10%- Other duties assigned.

Requirements: The incumbent must have college coursework in, or experience and knowledge of contemporary art. One year’s experience working in a professional arts position. The incumbent must also have experience with Mac and PC: Word, Excel, Photoshop and InDesign. The incumbent must have good verbal and written communication skills. The incumbent must have the ability to work effectively with others and accept and carry out instructions; ability to maintain a professional and attentive demeanor. The incumbent must also demonstrate an interest and or ability in working in a multicultural/multiethnic environment. Fingerprinting will be taken and checked by the California Department of Justice and the FBI. The incumbent may be responsible for the fingerprinting processing fee. A completed UAS employment application is required.

Desired Qualification: Bachelor’s Degree

Review of applications/resumes will begin May 22, 2018 and will continue until April 1, 2019. You may apply to: uashr@cslanet.calstatela.edu or mail to: Cal State LA University Auxiliary Services Inc., 5151 State University Drive, GE 310, Los Angeles, CA 90032-8534
UAS hires only those individuals lawfully authorized to work in the United States. Americans with Disabilities (ADA) requested accommodations should be made in advance to the UAS Human Resources Department. UAS is an Affirmative Action/Equal Opportunity Employer.

Cal State LA University Auxiliary Services, Inc. is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.

http://www.calstatela.edu/sites/default/files/groups/University%20Auxiliary%20Services%2C%20Inc./HRM/employment_application.pdf