

ART GALLERY TECHNICAL ASSISTANT

Function of Job:

Under general supervision of Gallery Director or other designated supervisor, assist in the planning and design of exhibitions; install, display, and ship art works; construct exhibit cases and forms; restore, and maintain Gallery's permanent collection, ensure safety of art works; provide gallery maintenance associated with displays.

Characteristic Duties and Responsibilities

1. Assist and advise the Director in planning and design of exhibitions.
2. Install exhibits, including fabrication of special forms, ordering of necessary materials, insuring safety of art objects exhibited.
3. Responsible for safety of art objects during unpacking, packing, and transit, requiring knowledge of special handling requirements and packing/wrapping procedures for works of art and coordinate transportation of exhibits.
4. Maintain display-related aspects of gallery, such as repairing and painting walls, testing lights, storing equipment.
5. Clean and repair art work as needed and maintain associated records.
6. Catalogue permanent collection, including data base creation and management and tagging items.
7. Provide for all aspects of presentation: layout, lighting, moving walls, angling display cases, setting up audio/video, mounting display texts.
8. Responsible for security of gallery during exhibits, including training of students in emergency procedures, etc.
9. Assist in formulation and implementation of procedures for maintenance and use of permanent collection.
10. Maintain all necessary records for loaned art objects and permanent collection including insurance, packing and shipping data, and condition.
11. Supervise, hire, and train work study and student interns.
12. Research and write for public information, including press releases and publicity items for exhibitions, and text associated with displays.
13. Coordinate gallery's physical plant requirements, assuring that temperature and humidity are consistent for storage of permanent collection.
14. Coordinate the scheduling of special events and arrangements for all Gallery-sponsored events.
15. Travel as required to view and/or pack art objects borrowed for exhibitions.
16. Participate in institutional professional development and training.
17. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. Four years of experience in display, repair, and maintenance of art works or Associate's degree and one year of related experience.
2. Organizational and communication skills.

Additional Desirable Qualifications:

1. Background in art or curatorial studies.
2. Some knowledge of conservation and museum procedures.

11-29-2008
System Approval

11-29-2008
Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.