Position Title: Gallery ABBA Assistant

Hourly Rate: $7.25

Department: CELEB

Supervisor: Brian Morello

Work Location: Gallery ABBA

Account Number: 04-41163-41327-00000-xxxx

Do multiple individuals hold this position at one time? Yes

Number of positions available: 4 - 5

Work Schedule

A student in this position can expect to work 2 - 4 hours per day, 8 - 10 hours per week.

The student will work ☑ Monday thru Friday ☐ Saturday ☐ Sunday ☑ any day of the week.

Hours are available during the following times of the day: 10:00 am - 4:00 pm.

Department/Position Overview

Assist with designing and installation of exhibits. Help manage employees, events and exhibits. Act as Manager in Manager's absence.

More Detailed Information Available

http://www.beloit.edu/celeb/

Description of Duties and Tasks

☒ Interact with and convey a positive attitude to visitors and the campus community in person or by phone

☐ Conform to an established work schedule; reliably work set hours as assigned

☐ Perform clerical duties in support of the department, i.e. data entry, filing, copying, mailings, etc.

☐ Maintain the confidentiality of departmental/employee/student information

☒ Run errands on and/or off campus, including campus mail pick-up and delivery

☒ Perform light cleaning, departmental organization, and upkeep as required

☒ Work efficiently and accurately without immediate supervision

☒ Assist with development and installation of shows
**Required Training and Skills**

- ✔️ Ability to communicate in a concise and effective manner, both verbally and in writing
- ✔️ Detail oriented with strong organizational skills
- ✔️ Familiarity with specific computer software, listed here: *Word, Excel, Photoshop, Illustrator*
- ☐ Familiarity with specific equipment, listed here:
- ☐ Completion of coursework or training, prior experience, and/or specific certifications, listed here: