Do multiple individuals hold this position at one time?  

- Yes ☐  
- No ☒

Number of positions available: 1

Work Schedule

A student in this position can expect to work 3 - 6 hours per day, 12 - 16 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

Manage all aspects of a professional Art Gallery. Hire, train and manage employees. Design and oversee installment of exhibits, store floor plan and events. Act as the “face” of the Gallery.

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
- Organize and facilitate all publicity for events and new exhibits, write press releases, create flyers, manage facebook page, and communicate with local media
- Maintain the artist contact list and information booklet, maintain excel records on location of art
- Assist with development and installation of shows, conduct periodic search for new artists
- Keep organized records of sales and monthly earnings
**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, Facebook
- Familiarity with specific equipment, listed here:
- Completion of coursework or training, prior experience, and/or specific certifications, listed here: Accounting skills, including P/L Analysis
- Negotiating skills a plus for negotiating art purchases and sales
- Communications classes a plus for writing press releases and communicating with local media