

Program Assistant – Center for Arts and History (CAH)

LC WORK SCHOLAR POSITION DESCRIPTION

Employment Levels

<i>Entry Level</i>	<i>Intermediate Level</i>	<i>Skilled Level</i>
Characterized by highly structured tasks or outcomes, relatively low level or number of skills required, typically repetitive or routine tasks and requiring direct supervision of worker results	Involves less direct supervision than entry level, more work variety, and requires some independent exercise of judgment along with an increasing knowledge of the job.	Work is typically skilled, requires little direct supervision, requires independent judgment on procedures, has variety, includes training others, and the expectation of contributions toward improvement of the way work is carried out.

In what employment level does this position fall (circle one)?

Entry Level

Intermediate Level

Skilled Level

Describe the duties of this position.

- Participate in the planning and installation of CAH exhibitions
- Assist in unpacking/handling/hanging of artwork for exhibitions (training will be provided)
- Greet gallery visitors and provide information on our programs
- Support CAH staff during special events (ArtWalk and Art Under the Elms) and public programs (artist talks, receptions, etc.) at the CAH and on main campus
- Prepare exhibition checklists, attendance reports, visitor surveys, and other documentation
- Option to assist with social media and event promotions

List the learning opportunities for this position.

- Event planning/coordination
- Art handling and exhibition design
- Customer service
- Teamwork and volunteer communication
- Administrative experience

What qualifications and skills are required for this position?

- Attention to detail
- Willingness to learn and relay information
- Ability to work independently or as part of a team
- Problem solving skills

- Strong communication skills
- Experience with Microsoft Word and Excel
- Experience with social media and image and/or video editing is preferred