## **Program Assistant – Center for Arts and History (CAH)**

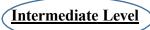
# **LC WORK SCHOLAR POSITION DESCRIPTION**

# **Employment Levels**

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

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

Entry 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