

Gallery Assistant – Center for Arts and History

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.

- *Participating in the planning and installation of CAH exhibitions*
- *Coordinating with students and faculty/staff at LC State and local schools*
- *Participating in special events and public programs at the CAH*

List the learning opportunities for this position.

- *Exhibition coordination, artwork handling, event planning*
- *Team work and volunteer communication*
- *Community outreach*

What qualifications and skills are required for this position?

- *Interest in the arts, humanities, and community outreach*