



LC Work Scholars Position Description

Work Scholars Job Title: Exhibitions & Research Assistant

Worksite Name: LC State Center for Arts & History

Supervisor Name: Callee Lasley Supervisor Email: cmlasley@lcsc.edu

Employment Levels

In

<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.

what employment level does this position fall (underline one)?

Entry Level

Intermediate Level

Skilled Level

Describe the duties of this position.

The Exhibitions & Research Assistant will support exhibition development, research, and special programs at the LC State Center for Arts & History. The student will research successful art, history, and interdisciplinary exhibitions and identify ideas and practices that could inform future programming at the Center. They will also assist with research for upcoming exhibitions, including artists, historical subjects, collections, exhibition themes, and educational materials.

A major focus of the position will be research and preparation for Art Under the Elms, the Center's spring fundraising event. This may include researching successful art fundraisers, potential artists and participants, sponsorship and fundraising strategies, and event planning resources.

Additional responsibilities may include assisting with exhibition installation and takedown, organizing materials, developing promotional or educational content, and supporting other research and planning projects. The student will participate in team meetings and regular check-ins, communicate project progress, and contribute ideas to strengthen exhibitions and programs at the Center.

List the learning opportunities for this position.

This position provides hands-on experience in museum and gallery research, exhibition development, arts administration, project management, and fundraising. The student will develop research, writing, critical thinking, and organizational skills while learning how cultural institutions develop exhibitions and engage audiences. Work on Art Under the Elms will provide additional experience in event planning, fundraising, artist relations, and sponsorship. Regular mentorship will support professional growth and encourage increasing independence and ownership of projects.



List the qualifications and skills required for this position.

The ideal candidate will have strong research, writing, organizational, and communication skills, with an interest in art, history, museums, or arts administration. They should be curious, detail-oriented, dependable, and comfortable working independently while managing multiple projects and deadlines. Strong attention to detail and accuracy are essential. The candidate should be able to research, organize, and clearly communicate information, take initiative, contribute ideas, and receive feedback. Proficiency with Microsoft Office, including Word, Excel, and Teams, is required. Experience with research, writing, graphic design, social media, event planning, or museum/gallery work is helpful but not required.

Describe your management style.

As a supervisor, I value open, honest, and respectful communication. Students can expect a supportive environment where questions are welcomed, feedback is clear and constructive, and growth is a shared priority. While I maintain high expectations and work hard to meet deadlines, I also recognize individual learning curves and the importance of flexibility. I aim to create a space where students feel both challenged and supported, with regular check-ins to reflect on progress, set goals, and ensure that they feel confident and empowered in their role.

LC State is committed to providing equal employment opportunities and prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, political affiliation or belief, sex, national origin, genetics, or any other status protected under applicable federal, state, or local laws. This policy applies to all programs, services, and facilities, including applications, admissions, and employment.

The Director of Human Resource Services has been designated to handle inquiries regarding nondiscrimination policies and can be reached at 208-792-2269 or in the Administration Building, Room 102, on LCSC's campus, 500 8th Avenue, Lewiston, Idaho 83501. TTY 1-800- 377-3529.