



Student Financial Services
Building 19, Rm. 286
One Armory Square
Suite 1, PO Box 9000
Springfield, MA 01102-9000
(413)755-4214
Email: sfs@stcc.edu

Federal Work Study Job Description Form

Job Title: Gallery Assistant (work-study)

Desired No. of Hires: 4-5

Department or Organization: Amy H. Carberry Fine Arts Gallery/FINE ARTS (b28)

Supervisor: Sondra Peron, Professor of Arts and Humanities/Gallery Director

Office: B28/Gallery—rm 100

Phone: 413-695-3196

Email: speron@stcc.edu

General Job Description: GALLERY ASSISTANTS WORK UNDER THE DIRECT SUPERVISION OF THE GALLERY COORDINATOR; GREET GALLERY VISITORS DURING OPEN HOURS, INSTALL ARTWORK BETWEEN EXHIBITIONS WHEN THE GALLERY IS CLOSED.

Detailed List of Duties: WORK WITH ARTISTS, INSTALL AND DEINSTALL ARTWORK, HANDLE ARTWORK, WORK DURING RECEPTIONS AND ARTIST TALKS, POSTER AND PLACE ANNOUNCEMENT CARDS THROUGHOUT CAMPUS, HELP PROMOTE EXHIBITIONS, ANSWER GALLERY PHONE, AND COMMUNICATE WITH GALLERY COORDINATOR VIA TEXT AND EMAIL REGULARLY.

Opportunities for Advancement: *Please list those duties an employee can expect to learn in terms of job growth, if rehired.* STUDENTS WILL LEARN HOW A GALLERY FUNCTIONS, HOW TO PROPERLY HANDLE ARTWORK, HOW TO PROMOTE ARTISTS AND ARTWORK, HOW LOGISTICS ARE ORGANIZED, HOW TO CURATE WORK INTO EXHIBITION SPACE, HOW TO PREPARE WALLS FOR AN EXHIBITION, HOW TO APPLY VINYL AND WALL TEXT.

Responsibility Involved: *Consider responsibility for direction of others, service to the public, equipment or materials used, and the amount of confidentiality required.* IDEAL STUDENT CANDIDATE IS A RELIABLE, TRUSTWORTHY PERSON COMMITTED TO WORKING THROUGHOUT THE ACADEMIC YEAR, WORKS WELL WITH OTHERS ON THE GALLERY TEAM, LISTENS CAREFULLY TO DIRECTIONS, AND HANDLES ARTWORK WITH CARE.

Skills and/or previous experience desired:

Prefer Fine Arts majors, but not required. INTERESTED IN ART/PHOTOGRAPHY/ART HISTORY.

Amount of supervision required: ☒ Regular ☐ Occasional ☐ Minimal

Student employees are not permitted to work without any supervision.

Hours desired to cover (evening, weekend, etc.): Work schedule supplements student's class schedule.

How to Apply: Contact supervisor/designee listed above.

Completed and Submitted By:

Professor of Arts and Humanities, Gallery Director, Program Coordinator 7.16.26

Signature of Supervisor or Division Dean

Title

Date

Please return completed form to ajhernandez@stcc.edu