



Gallery Assistant

Oxy Arts

Summer 2024

Duties/Responsibilities: The Gallery Assistant will support with all aspects of the Summer exhibition at Oxy Arts. This includes greeting visitors, taking attendance, ensuring the gallery is clean, turning on AV / lights for installations, setting up for events and art making workshops. Other duties include in person and online outreach, answering phones, updating the Oxy Arts website and other administrative tasks related to the exhibition.

Qualifications: Interest and knowledge of contemporary art and artists, demonstrated through coursework or work experience. Ability to use Google suite, Excel, Word and Adobe Suite programs. Strong communication skills.

Start date: May 20, 2024

End date: July 20, 2024

Work Schedule: 2 days per week, one Saturday and other additional day.

Hours Per Week: 12 (6 hours per day)

Starting pay rate: \$16.78 per hour. Effective 07/01/2024, the minimum wage will increase to \$17.28 per hour.

Work Award: Not required during the Summer.

To apply, please submit student employment [application](#) to ffleming@oxy.edu

