

PURDUE UNIVERSITY GALLERIES

Craig Martin, Director 494-3061
Michal Hathaway, Assistant Director 494-2816
Mary Ann Anderson, Assistant to the Director 496-7899

Offices: Pao Hall, Room B197
Robert L. Ringel Gallery - Purdue Memorial Union, Rm. 110
Stewart Center Gallery – Stewart Center, across from Fowler Hall
Patti and Rusty Rueff Galleries, Pao Hall

Job Description: GALLERY ATTENDANT

Starting salary: \$6.55 hr.

Hours: Arranged

Monday-Friday, 10am – 5pm; Thursday evenings 5 – 8 pm;

Saturday 10am – 5pm and Sunday 1 –5pm

Closed during holidays and breaks observed by Purdue University

RESPONSIBILITIES

Attendants must be dependable. Attendants greet the public, record visitor attendance, and provide security. Attendants are responsible for helping to maintain the appearance of the gallery, which includes inspecting the art objects, labels, and furnishings for signs of theft and damage as well as dusting, sweeping and emptying the trash when needed.

Attendants should be knowledgeable about exhibits, exhibit sponsors, dates of exhibits, gallery hours, and special events by reading artists' statements and other information supplied by the Galleries office.

Attendants will assist Galleries staff with installation and dismantling of exhibits.

Additional Expectations

Mandatory staff meetings are held prior to the opening of each exhibit. Currently, two meetings during fall semester and two meetings during spring semester are scheduled.

Be courteous and helpful to visitors. Observe visitors in the gallery in order to protect the artwork. Studying is allowed when visitors are not present. Supervising the gallery and performing gallery-related duties supersedes other activities.

Attendants represent the Purdue University Galleries to the public. Jeans and shorts are allowed but discretion is necessary. Shoes and shirts are required. Attendants are expected to dress appropriately for receptions and special events.