## Student Job Details

<table>
<thead>
<tr>
<th>Team and/or Unit:</th>
<th>Exhibitions / Campus and Community Relations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Title:</td>
<td>Gallery Assistant</td>
</tr>
<tr>
<td>Classification Level:</td>
<td>Level 3</td>
</tr>
<tr>
<td>Hourly Rate:</td>
<td>$9:00</td>
</tr>
<tr>
<td>Available openings:</td>
<td>1</td>
</tr>
<tr>
<td>Hours per week:</td>
<td>6-10</td>
</tr>
<tr>
<td>Specific time periods required, if any:</td>
<td></td>
</tr>
<tr>
<td>Work Schedule:</td>
<td>Flexible between 9-5 weekdays</td>
</tr>
</tbody>
</table>

### Responsibilities/Duties:
- Maintains appearance of exhibits—cleans exhibit cases and pedestals; stocks exhibit handouts, reports any changes or damage.
- Assists in the management of Student Exhibition Gallery Spaces on Level 1 of Woodruff Library.
- Assists with in-house fabrication of graphics—drymounting, cutting, etc.
- Assists with installation of exhibitions.
- Organizes tools and materials used in exhibit fabrication and installation.
- Assists with Lib-E—Emory Libraries’ robot.
- Researches exhibit topics using stacks or archives in Rose Library.
- Assists with evaluation of exhibitions—including visitor surveys and interviews.
- Other work related to exhibit program as needed.

### Requirements:

- Curious and interested in research, history, literature, other subjects.
- Organized and a self-starter, pays attention to details, and can work independently.
- Enjoys hands-on-tasks and is service-oriented.
- Comfortable meeting and conversing with students or other visitors to the exhibits.

Not required but preferred:
- Experience using social media platforms.
- Experience with Adobe Creative Suite, SketchUp or AutoCad.

**Interviewer Name:** Kathy Dixson

**Contact Number and/or Email:** LITS-studentjobs@emory.edu

**Form Submitted by:** Kathy Dixson  
**Date:** 8.1.19