Federal Work Study Job Listing

Job Title: Gallery and Operations Assistant

Department/Agency: Mary Fyfield Art Gallery/ BHCC

# of positions available: 4

☒ On Campus ☐ Off Campus

Job Purpose:

The Mary L. Fifield Art Gallery at Bunker Hill Community College is seeking Gallery Programs and Operations Assistants to support the daily operations of the College’s Gallery and related exhibition spaces, including visitor check-in, research and preparation of exhibitions, follow a weekly work schedule and participate in related events and programming on campus. Each Gallery Programs and Operations Assistant will communicate with gallery visitors, develop strong working relationships with other Assistants and employees of the Office of College Events and Cultural Planning, and directly participate in sustaining and growing a high-quality, visitor-centered art and cultural experiences at the College.

Job Responsibilities (List major duties and responsibilities):

- Work with Senior Director of College Events and Cultural planning to implement goals and outcomes of exhibitions and programs.
- Communicate with Manager of Cultural Planning regarding daily tasks and scheduling of work hours and programming.
- Assist with gallery tours, visits and contribute to special events, including set-up and break-down as directed, implement marketing initiatives and review visitors surveys, comment cards, evaluations and other similar materials.
- Assist with researching and developing study materials and online resources to enhance visitor experience; and provide assistance and information to visitors about collections and exhibitions, as directed.
- May be asked to recruit new visitors to the Gallery as needed, including preparing and distributing promotional materials, hosting open houses in the gallery, attending BHCC Student Club meetings to promote attendance, visit Boston-area museums with CECP Staff, and attend arts and cultural events on campus, as scheduled. Experienced Assistants may also take a lead role in training new docent recruits.
- Create communications with CECP staff about operations; attend scheduled meetings to discuss and review visitor experience; act as liaison between staff and active Assistants; and implement and enforce Gallery policies and procedures.

Job Qualifications (training, experience, technology, skills, etc):

- Must be enrolled for Fall 2021 semester in at least 6 credits.
- Must be eligible for the federal work study program.
- An interest in education, art history, performing arts and related fields. Experience in creative, visual or performing arts is recommended, but not required. All applicants will be considered.
- Must have experience and working with others demonstrate skill with planning, organizing, and programming.
- Strong verbal and written communication skills are preferred.
- Must display poise, diplomacy, positive attitude and enthusiasm. Must be able to collaborate with others, but also work independently.
- Must be able to accommodate a flexible work/training schedule, including occasional evening and weekend hours.
Skill Development Areas: *(Check all that apply)*  ☐ Listening  ☒ Customer Service  ☒ Time Management  ☒ Multitasking  ☒ Communication  ☒ Intercultural Proficiency  ☐ Student Learning  ☒ Organization  ☐ Other:_______________

**Approximate Start Date:** As soon as possible

**Duration (check one):**  ☒ Academic Year  ☐ Fall Semester  ☐ Spring Semester  ☐ Summer Semester

**Approximate Hours Per Week (Maximum 18.5):** varies

**Contact Information**

Supervisor’s Name: Kevin Wery

Supervisor’s Email: kwery@bhcc.edu

Phone: n/a

Post this position?  ☒ Yes  ☐ No