University of Massachusetts Amherst
On Campus Graduate Assistantship Vacancy Notice

Type of Appointment: Internship

Application Deadline: To ensure consideration email your resume, cover letter and application form to gasearchse@umass.edu by Priority date - April 25, 2017. However, the position will remain posted until successful candidate has been selected.

Job Description (No Clerical duties permitted):
Appointment Term: May 30 to June 30, 2017 and August 27, 2017 to May 26, 2018

General Summary of Position
The Student Union Art Gallery (SUAG) Co-Director assumes responsibility for the organization and planning of local, regional, faculty, alumni, UMass departmental, and student exhibits at the SUAG during the academic year in order to foster arts appreciation in the wider University community by offering varied programming of consistently high quality. This involves student staff supervision, fundraising, time and budget management, outreach, and programming. The internship provides an opportunity to utilize arts management techniques in making optimal use of the 10 hours per week to achieve these objectives in close coordination with the second co-director. A one-year commitment to the program is expected; the first two months are probationary. Reappointment is dependent on department need, experience, satisfactory performance evaluation, academic standing, and funding availability.

Duties and Responsibilities
1. Organize, coordinate, and plan exhibits; develop ancillary programming such as gallery talks, musical events and other artistic uses of gallery space. Collaborate with Registered Student Organizations, graduate student organizations, academic and administrative departments, and other campus organizations to coordinate gallery shows with their events when appropriate.
2. Hire, train, and supervise student staff and interns; prepare and update job descriptions. Serve as liaison to faculty sponsors of academic interns. Organize student job duties and schedules as possible to accommodate student staff career interests and program of study.
3. Provide for organizational development needs, e.g., review and amend mission statement, constitution, and gallery policies, ensuring student participation as a Student Government Association (SGA) agency.
4. Responsible for public relations; serve as liaison to artists, exhibitors, etc., in all curatorial aspects of exhibits.
5. Develop a yearly budget; develop and write grants, prepare special funding applications. Prepare budget requests to Graduate Student Senate, SGA, Student...
Engagement (SE), UMass Arts Council, and other funding sources. Refer to supervisor with questions and for assistance.

6. Manage budget expenditures for operations, maintenance, and programming; prepare purchase requests and authorize invoice payments, ensuring compliance with SE policy.
7. Manage facilities, security, and environmental health & safety needs: maintain relationship with Campus Center/Student Union building operations and Environmental Health and Safety (EH&S) personnel; place work orders; request personnel keys.
8. Maintain computer records of all programming, operational, and administrative matters.
9. Prepare semester program reports to supervisor for use in SE, Student Affairs, and Trustee reports.

Supervisor: Director, Student Union Craft Center

Compliance Requirements

Graduate students filling assistantships in Student Affairs and Campus Life have specific expectations placed on them as employees of the University of Massachusetts Amherst. Among these is the requirement to fulfill reporting responsibilities as prescribed and required under applicable federal and State laws. These include but may not be limited to requirements under Title IX; Clery Act; FERPA; HIPPA; Massachusetts Conflict of Interest laws. Additionally, this applies to adhering to University policies and agreements (e.g., collective bargaining agreement).

Fulfilling these expectations includes addressing and reporting related violations by students, staff, faculty or others. Related training will be provided to all SACL graduate assistants. These expectations may be amended in conjunction with changes in Federal and/or State mandated reporting requirements, and/or University policies or agreements. Graduate students unwilling to meet these requirements are not eligible for appointment to a SACL graduate assistantship.

Experience Required:
1. Enrollment as graduate student in good standing during entire term of appointment.
2. Eligibility for appointment to this assistantship, as determined by the Graduate School.
3. Availability to serve the entire assistantship term.
4. Willingness to perform all mandated compliance reporting and related requirements.
5. Graduate student in a degree program within an academic area related to job duties;
6. Experience in or demonstrated knowledge of gallery procedures and being curator of a show.
7. Time and budget management skills; ability to manage multiple timelines and deadlines.
8. Ability to train and supervise student staff.
9. Willingness to address diversity issues in all aspects of the gallery.
10. Ability to use, e.g., Photoshop, InDesign, and Excel in Windows on personal computer.
11. Ability and willingness to work evening and weekend hours as necessary.

Master of Fine Arts or Art History with career goals in arts management preferred.
Additional Information:

Dates of Appointment: From       To

Hours/Wk  10            Stipend $  25.23

How to  Apply:          Call ☐     In Person ☐    Submit Resume ☐

Dept. Name :  Student Union Art Gallery    Contact Person: Colette Nadeau, Personnel Coordinator, cnadeau@umass.edu

E-Mail contact: gasearchse@umass.edu

Bldg. Address:  321 Berkshire House    Phone: 413/545-3604