



robert&elainesteingalleries

A132 Creative Arts Center
<http://www.wright.edu/artgalleries>

JOB TITLE: Gallery Monitor I

RESPONSIBILITIES:

All Gallery Monitors must perform related tasks as needed.
Each Monitor's duties are as follows:

Greet the public, record visitor attendance, and provide security. Monitors 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 routine cleaning of gallery and storage spaces.

Be courteous and helpful to visitors. Gallery Monitors 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.

Assist Gallery staff in the installation and dismantling of temporary exhibitions. This requires that each Monitor unpack, document, hang/install, pack, wrap, and label various forms of art. Monitors are expected to handle the artwork carefully and help move as needed. Walls must be sanded, patched, and painted.

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.

SKILLS:

Gallery monitors must be highly dependable. Punctuality is a must.

Requires light lifting, moving objects, and climbing ladders.

Some weekend and evening hours required.

Attention to detail desired.



Student Employment Application

Personal Information

Last Name _____ First Name _____ Middle Initial _____

Permanent Address _____ City _____

State _____ Zip Code _____ Phone Number () _____

University ID Number (UID) _____ Email _____

Local Address _____ City _____

State _____ Zip Code _____ Phone Number () _____

Circle One: Grad Student Senior Junior Sophomore Freshman

Major _____ Have you ever worked on campus? Yes No

Work Study? Yes No Work Study Amount \$ _____

Have you ever been convicted of a felony? Yes No

If yes, please list the conviction and sentence. Note: A conviction may or may not result in confinement and is not an automatic bar to employment.

Available Work Hours

Desired number of hours per week (up to 20) _____

Times Available (Please refer to Gallery business hours below when listing available work times.)

MON	TUE	WED	TH	FRI	SAT	SUN

Regular Gallery business hours are Tuesday–Friday, 10AM–4PM, Sat & Sun 12 noon–5PM. Monday hours are available. There are occasional evening shifts available for theater performances and receptions. Please include available evening hours if possible.

Employment History

Please start with most recent employment.

Dates Employed _____ to _____

Employer _____ Job Title _____

Supervisor _____ Phone Number () _____

Duties _____

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Employer _____ Job Title _____

Supervisor _____ Phone Number () _____

Duties _____

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Employer _____ Job Title _____

Supervisor _____ Phone Number () _____

Duties _____

I certify that all statements in this application are true and accurate; I understand that making false statements is reason for being denied employment or for having my employment terminated.

Signature _____ Date _____