



<b>Job Title:</b>	<b>Gallery Attendant</b>
School/Unit	Carpenter Center for the Visual Arts, Sert Gallery
Location	USA-MA-Cambridge
Schedule	Year-round, starting July 1, 2016–July 30, 2017. 12–6 pm shifts available on Wednesday, Thursday, Friday, Saturday (gallery attendant only), or Sunday (gallery attendant only). 2–3 days minimum. Half-shifts are a possibility.
Hours:	Up to 20 hours a week
Department	CCVA Exhibitions, CCVA
Salary Grade	Work Study; \$13.50 / hr

### Duties & Responsibilities

The Gallery Attendant serves as a primary point-of-contact for visitors to Carpenter Center for the Visual Arts. He/she welcomes visitors, as well as provides guidance and information about exhibitions and installations, creating highly positive experiences for our audiences. The Gallery Attendant/Installation Assistant will also monitor the galleries and oversee the safety of artwork. He/she will also oversee the proper function of audio-visual technologies in relation to art installations. Other responsibilities include:

- Maintains oversight of visiting public in order to avoid damage, either intentional or accidental, to objects and installations on display.
- Reports to Exhibitions Manager any safety and/or security issues, as well as physical condition of gallery facilities and equipment.
- Controls and monitors access and egress points of the building.
- May occasionally assist with exhibition installation including painting and assisting Exhibitions Manager and Preparator as needed during installations and deinstallations.

### Basic Qualifications

- Must be eligible for workstudy.
- Candidates should be knowledgeable about art, enjoy interacting with the public.
- Must circulate through the galleries and monitor artwork.

**Carpenter Center  
for the Visual Arts**  
Harvard University  
24 Quincy Street  
Cambridge, MA 02138  
United States  
carpenter.center



## Additional Qualifications

- Good written and oral communication skills.
- Must be courteous and have good interpersonal skills.
- Ability to learn and follow procedures and adapt to new procedures.
- Attention to detail.
- Building and woodshop experience, as well as studio art skills are a plus.

## EEO Statement

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation or any other characteristic protected by law.

To apply, please send CV and cover letter to [anna\\_kovacs@harvard.edu](mailto:anna_kovacs@harvard.edu) by May 16.

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