

GALLERY SERVICES ASSISTANT

(Range 107)

DEFINITION

Performs a variety of duties including installation of visual art exhibits, facilitates the visual arts programs and performs clerical work in support of the Gallery Services Coordinator.

SUPERVISION EXERCISED AND RECEIVED

Receives direct supervision from the Gallery Services Coordinator.

ESSENTIAL AND MARGINAL FUNCTIONS--Essential and marginal functions and responsibilities may include, but are not limited to the following:

Essential Functions:

1. Assists in the implementation and coordination of visual arts and cultural programming through gallery exhibits for the Library District.
2. Assists with exhibit installations to include loading and unloading artwork and sculpture, visual art and hanging of work.
3. Assists with the coordination of visual art exhibit receptions by facilitating all details and coordinating the event from beginning to end.
4. Assists with the coordination of slide presentations and workshops for the visual arts gallery and cultural programming.
5. Ensures overall image of the Library District and participating artists is appropriately represented to the community.
6. Performs receptionist duties for Gallery Services Coordinator's office, ascertaining the nature of the call and personally assisting the caller, taking a message, or directing the caller to the appropriate department or individual.
7. Performs a variety of essential record keeping duties.
8. Maintains a variety of alphabetical and numerical filing systems.
9. Maintains adherence to Library District, Branch, and Department policies and procedures.
10. Operates office equipment including, but not limited to: computer, typewriter, copy machine, telephone, and facsimile machine.
11. Interacts in person and over the telephone with district-wide staff and management, outside agencies, artists, vendors, and the general public.
12. Copies and collates a variety of correspondence, forms, and other documents.
13. Assists in scheduling, overseeing, and supervision of Court Appointed Volunteers.
14. Prepares a variety of correspondence and other documents for internal and external mailing.

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15. Receives work assignments, establishes priorities, and meets established deadlines.
16. Notifies supervisor of problems or changes in work load.
17. Operates Library District vehicles.

Marginal Functions:

1. Performs related duties and responsibilities as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. Basic modern office methods and procedures.
2. Basic art history and presentation of visual art techniques and methods.
3. Proper visual display elements and design.
4. Record keeping and filing principles and methods.
5. Library District, Branch, and Department policies and procedures.
6. Library District terminology and functions.
7. Correct English usage, spelling, punctuation, and grammar.

Ability to:

1. Type at a speed necessary to perform the essential functions.
2. Accept and manage change and maintain flexibility.
3. Work quickly and accurately.
4. Work both independently and as part of a team.
5. Maintain clerical records.
6. Maintain effective working relationships with those contacted during the course of work.
7. Understand and follow oral and written instructions.
8. Communicate clearly and concisely, both orally and in writing.
9. Serve customer with patience, tact, and integrity.
10. Maintain the mental capacity for effective interaction and communication with others.
11. Maintain the physical condition appropriate to the performance of assigned duties and responsibilities which may include:

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- standing, walking, or sitting for extended periods of time;
- bending, reaching, stooping, and pushing;
- lifting and carrying;
- operating assigned equipment.

12. Maintain effective auditory and visual perception needed for:

- making observations;
- communicating with others;
- reading and writing;
- operating assigned equipment.

Skilled in:

1. Use of library and general office equipment.
2. Basic use of personal computers and associated software.

QUALIFICATIONS

Training and Experience:

High school diploma or GED equivalency required; some course work in fine arts or art history required; experience in two dimensional and/or three dimensional art exhibition design and installation, or experience in visual merchandising or display skills required; one (1) year general clerical or secretarial experience required; proficiency in Windows and word processing required; typing skills required; or an equivalent combination of training, education, and experience that provides the necessary knowledge, skills and abilities.

Physical Requirements:

Essential and marginal functions may require maintaining a physical condition necessary for the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces; bending, stooping, working in confined spaces, climbing ladders, and lifting, carrying, or moving moderately heavy (20 - 50 pounds) items and occasionally very heavy (100 pounds or over) items; the complex operation of gasoline, electric, or diesel-powered machinery or shop equipment requiring the manipulation of multiple controls, fine adjustments or both; or the sustained operation, of such devices associated with equipment used to perform tasks required of the position.

Tasks require depth perception, sound perception, color perception, visual perception and discrimination; and oral communications ability.

Environmental Requirements:

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Tasks are performed with frequent exposure to adverse environmental conditions.

License, Certificate, or Special Requirements:

Possess, or have the ability to obtain, valid Nevada Driver's License at the time of hire.

FLSA: NON-EXEMPT

CBA: NON-SUPERVISOR

DEVELOPED: MARCH 18, 1998

REVISED: JUNE 12, 1998
MAY 1, 2000
SEPTEMBER 6, 2006
AUGUST 16, 2007