



**Position:** Art Department Assistant II

**Department:** Art Department

**Employment type:** Part-time, 20 hours or less

**Overview:** As a member of the Art Department, the Art Department Assistant II provides exceptional customer service, student support learning and activities, and ensures the Drawing/Painting Studio and Public Galleries are well maintained.

**Work Schedule:**

**Job Duties and Required Competencies:**

### ***Career & Self-Development***

- **Skills:** Proactive approach to personal and professional learning; awareness of strengths and areas for development.
- **Tasks:**
  - Discuss goals with instructor for your future career objectives throughout the work experience.
  - Articulate your strengths and weaknesses to pursue a career in field.
  - Seek out learning opportunities and complete research as needed.

### ***Communication***

- **Skills:** Strong written and verbal communication skills; ability to provide clear and effective instructions.
- **Tasks:**
  - Identify and communicate potential issues prior to student utilizing facility or materials.
  - Communicate with instructor and students to address needs and meet expectations.
  - Communicate with instructor after each class/lab learning outcomes and challenges with students as necessary.
  - Communicate with instructor regarding additional supply needs, equipment issues, and occurrences of missing supplies and/or equipment.

- Meet weekly with instructor to understand upcoming learning objectives and proposed assignments to prepare in advance of class/lab.

### ***Critical Thinking***

- **Skills:** Ability to analyze and interpret information to make decisions and resolve issues.
- **Tasks:**
  - Work with students with varied knowledge and skills of art materials and technology.
  - Be able to assist multiple students in the lab adhering to the institution's policies.
  - Meet with instructors to understand which projects will be instituted in class and will require time and materials in the lab in advance of sessions.
  - Inventory supplies.

### ***Equity & Inclusion***

- **Skills:** Inclusive and equitable engagement with diverse populations; advocacy for inclusion and equity.
- **Tasks:**
  - Work equitably with everyone. Be open to differing opinions and cultural norms from your own.

### ***Leadership***

- **Skills:** Creating an environment of working together as team.
- **Tasks:**
  - Maintain a professional attitude at all times when interacting with students and patrons.
  - Identify different learning styles that might be beneficial to a student and recognize how to apply various learning methods.
  - Ensure student and patron safety.
  - Cut mattes and frames for gallery exhibits.
  - Prep/paint walls and pedestals as needed.
  - Install artwork for each exhibit several times per year.
  - Prep price listings.

### ***Professionalism***

- **Skills:** Effective work habits; acting in the interest of the larger community and workplace.

- **Tasks:**
  - Demonstrate appropriate business conduct at all times.
  - Complete projects and create supporting materials as assigned by the instructor in a timely manner.
  - Uphold PVCC College policies and procedures.
  - Arrive to the lab in advance and stay after class, to prepare the lab prior to class and clean up afterwards.

### ***Teamwork***

- **Skills:** Collaborative work within a team; building and maintaining positive working relationships.
- **Tasks:**
  - Interact with students and patrons to share knowledge and resources to support learning.
  - Maintain order in the lab and galleries at all times.
  - Tidy and maintain assigned studio classrooms and galleries twice weekly.
  - Distribute posters for marketing and advertising.
  - Assist with the preparation and staffing all Art events including multiple movie screenings and art openings each academic year, and Annual 'Let There Be Light' event.

### ***Technology***

- **Skills:** Assist and support learning of tech skills and techniques of product.
- **Tasks:**
  - Design and print posters for advertising.
  - Check and maintain studio equipment weekly.
  - Assist students with using equipment; Monitor equipment use.

**By engaging in these duties, you will develop and enhance your competencies in career and self-development, communication, equity and inclusion, professionalism, and teamwork, preparing you for a successful career in career services and student support.**

**For more information, please contact the Federal Work Study (FWS) Program Coordinator at [federalworkstudy@pvcc.edu](mailto:federalworkstudy@pvcc.edu)**