



**Job Title:** Balzer Contemporary Edge Gallery Assistant  
**Hours per week:** Up to 20 hours depending on weekly events  
**Number of positions:** 2  
**AY2019-20:** August 19, 2019 – May 15, 2020  
(Financial Aid eligibility must be met every semester)

**Pay rate:** \$8.00 per hour  
**Supervisor:** Mattie Reynolds, Gallery Director  
**Department Name & Code:** Balzer Contemporary Edge Gallery (185)  
**Location:** Balzer Contemporary Edge Gallery  
**Classification:** Federal/State or Institutional Work-Study  
**Employer Name/Address:** IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

**Purpose/Role:**

The Gallery Assistant is a key position within the Museum Studies department and helps ensure the successful planning, execution, maintenance of the multiple exhibitions shown in the Balzer Contemporary Edge Gallery each semester.

**Job Description/Responsibilities:**

The Gallery Assistant will aid in all aspects of development, planning, installation and de-installation of exhibits in the Balzer Contemporary Edge Gallery. Additional support will be provided for special exhibition planning throughout the year. Some evenings will be required for opening receptions and studio hours in the Exhibit Lab for the MUSM 190 Art and Exhibit Prep Course. Assistants will also aid in encouraging students to maintain the work area and gallery. On occasion, Gallery Assistants will assist faculty in other various functions of the Museum Studies department.

**General Qualifications:**

Successfully Completed or currently enrolled in MUSM190: Art & Exhibit Preparation Course -  
Must be able to lift 50lb or more - Must be able to work evenings

**Evaluation Procedure(s) and Schedule:** Work-Study Performance Evaluation form provided in IAIA Work-Study Manual for Students (page 14).