



**Job Title:** Balzer Contemporary Edge Gallery Assistant  
**Hours per week:** Up to 20 hours depending on weekly events  
**Number of positions:** 2  
**Length of Employment:** January 18 – May 13, 2022  
(Academic progress must be met every semester to continue)

**Pay rate:** \$10.50  
**Supervisor Name:** Angelica Gallegos, Gallery Director  
**Method of Contact:** 505-424-5713; agallegos@iaia.edu  
**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, and 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. In addition:

- Working during special events like exhibition openings and talking with community members. Some evenings will be required for opening receptions.
- Assistant will do some exhibition curation in collaboration with other students/classes, faculty, and staff.
- Working in the Exhibit Lab to support the MUSM190 Art and Exhibit Prep course at the direction of faculty.
- Assistant will aid in encouraging students to maintain the work area and gallery.
- Occasionally, 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
- Creative problem solver
- Team player
- Good communication skills
- Must be able to work evenings
- Physical Demands: able to sit, stand, ascend or descend ladders/stairs, and lifting and lowering 50lb or more.

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