



Job Title: Balzer Contemporary Edge Gallery Assistant
Hours per week: Up to 15 hours depending on weekly events
Number of positions: 2
Length of Employment: January 17 – May 12, 2023
(Academic progress must be met every semester to continue)
Pay rate: \$11.50
Supervisor Name: Mary Bordeaux
Method of Contact: mary.bordeaux@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/Abilities: 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.

Background Check: Students who reside off-campus are required to have a Background Check done. The fee for this process is paid for by the hiring department.



Evaluation Procedure(s) and Schedule: Work-Study Performance Evaluation form provided in IAIA Work-Study Manual for Students (page 14). See: iaia.edu/student-success-center/student-employment/