

**Gallery Curator
Spring 2010-Spring 2011**



**Plemmons Student Union
Appalachian State University**

Job Description

Perform tasks essential to the operation of the Looking Glass Gallery located in the Plemmons Student Union, Appalachian State University.

Administrative

- Serve as a member of the Looking Glass Gallery Committee.
 - Prepare exhibit submissions for review by committee.
 - Keep minutes of each meeting and distribute to members of the committee.
- Act as liaison between faculty or student artists and the Looking Glass Committee.
- Document gallery activities.
- Correspond with website administrator for site changes/ updates.

Coordination of Exhibit Activities

- Solicit submissions for exhibit among ASU students.
- Develop time frame with artists for hanging of exhibits/installations.
- Hang/supervise hanging of all exhibits.
- Complete all promotion and advertising activities for exhibits.
- Coordinate all aspects of artist receptions.
- General maintenance and upkeep of exhibits and gallery.

Assist the PSU Art Collections Manager in the Maintenance of the *Appalachian Artists' Collection* and the *Leigh Lane Edwards Collection of Contemporary Art* (as needed).

- Hang new collection acquisitions throughout the PSU.
- Monitor the appearance of pieces in the collections.
- Assist in restoration efforts to individual pieces of the collections.

Applicants should be available to work from Spring Semester 2010 through Spring Semester 2011 – and be available for training during mid-November of 2009. The position of Student Curator pays an hourly wage, and requires an average of six (6) hours per week. Hours are flexible and adaptable to exhibit demands and gallery needs. The position reports to the Looking Glass Gallery Committee.

Deadline to apply: Friday, October 30th. Completed application may be delivered to the Dept. of Student Programs (2nd floor, Student Union) or submitted by attachment to koehnjr@appstate.edu. If selected, interviews will be conducted during the first week of November. For more information please contact Tabitha Perryman, Looking Glass Gallery curator, at perrymanta@appstate.edu or Jenny Koehn, Associate Director of Student Programs, at (262-3032).



The Looking Glass
Gallery

GALLERY CURATOR

Name:

GPA:

Phone:

Email:

Current Year: Freshman Sophomore Junior Senior Grad

Major(s):

Minor:

On a separate sheet of paper, please answer the following questions:

1. Describe your interest in serving as the Gallery Curator or Art Collections Manager.
2. Please list all relevant arts-related experiences.
3. List all other campus involvements.
4. Please provide your current class/work schedule.
5. Will you be able to fulfill the duration of this work position (noted for each on job description)?
6. Please share anything else you think will be helpful for the committee to know about you.

Please list one ASU faculty or staff member as a reference:

Name:

Department:

Email:

Phone:

Please list one former employer:

Place of employment:

Supervisor's Name:

Dates:

Phone:

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