

Roberta's Art Gallery **Workshop Lead**

Department: James R. Connor University Center

Reports To: University Center Assistant Director

Hours per week: Approximately 10-15 – M-F

Starting Wage: \$9.25 per hour

High Impact Practice – By incorporating classroom learning into hands-on work experiences as well as providing supervision and coaching, students gain the necessary tools to grow and contribute as professionals. This engagement leads to increased rates of retention, graduation, and job placement.

Position Summary

This position schedules gallery workshops and plans for these events. Tasks include keeping updated records, coordinating with workshop facilitators, and maintaining effective communication and customer service. The workshop lead works between 10-15 hours per week to complete these tasks and reports to the University Center Assistant Director.

Tasks (and Corresponding LEAP Essential Learning Outcomes)

Intellectual and Practical Skills

- Schedules and implements at least four workshops on campus and three workshops at Fairhaven Senior Center per semester
- Assists in set up and take down of gallery exhibits
- Makes reservations of rooms, orders supplies, and arranges parking passes for facilitators
- Demonstrates good time management by arriving to work, programs, and meetings on time

Personal and Social Responsibility

- Demonstrates highly effective communication and customer service skills
- Coordinates communication with workshop facilitators, ensuring that everything is planned out according to the workshop checklist
- Lives the UC brand image through the 6 Keys of Exceptional Customer Service
 - *Smile and Greet, Appearance, Competence/Knowledge, Communicate, Go the Extra Mile, Say "Thank You" and "You're Welcome"*

Integrative & Applied Learning

- Maintains records of workshops (i.e. sign-in/up sheets, catering records, evaluation sheets, etc.)
- Evaluates, updates, and implements current office procedures

Knowledge of Human Cultures and the Physical and Natural World

- Corresponds with workshop facilitators and other gallery members to coordinate details of workshops
- Works collaboratively with UC departments

Minimum Qualifications

- Must be a registered UW-Whitewater student and enrolled at least half time
- Must maintain an overall GPA of 2.0

Both Work Study and Regular Pay candidates will be considered.

UW-Whitewater is an equal opportunity/affirmative action employer. We promote excellence through diversity and encourage all qualified UW-Whitewater students to apply.

Contact Information

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