

LeFevre Gallery – OSU Newark Campus Gallery GTA Responsibilities

Job Description: The GTA for the LeFevre Gallery on the OSU-Newark campus is responsible for coordinating all aspects of exhibitions. The Art Education faculty member on the Newark campus will oversee and work closely with the GTA in order to train and assist GTA in all aspects of the job. The assignment is a ½ time position. While some weeks may require less than 20 hours, others, particularly at the beginning and end of exhibitions, sometimes may require more than 20 hours for that week. Some evenings and some weekends may be necessary during opening receptions, installation, and de-installation of exhibitions. Many responsibilities can be managed away from the OSU-Newark campus and some meetings can occur in the Columbus area when necessary and convenient. The gallery runs approximately 1 exhibition per quarter with another 2 in the summer.

Responsibilities include, but are not limited to:

- Planning and organizing exhibitions and calendar for upcoming exhibition year (the year following the GTA's assignment in Newark). This involves approximately 4 shows.
- Daily gallery operations including maintaining/updating gallery mailing list, coordinating exhibition openings (dates, catering, events), maintaining gallery records, maintaining correspondence with artists and groups exhibiting in the gallery.
- Coordinating and installing gallery exhibitions including preparing gallery space (patching and painting) and hanging exhibitions.
- Creating announcement cards for each exhibition
- Working with marketing office to publicize exhibitions on campus and in local media outlets.
- Maintaining contact and meeting with supervisor on a weekly basis. Some of these meetings will be face to face, but some contact can be maintained through email and telephone conversations.

Basic needs:

- Student must have a car to travel to and from Newark campus (approx. 45 minutes from OSU campus to Newark). Mileage will be reimbursed.
- Student must be available to be on the Newark campus at least two days a week.
- Student should not hold another part time job as time commitments in the gallery are frequently unpredictable.

For more information, please contact Dr. Jack Richardson richardson.256@osu.edu.