



Federal Work Study

Job Description

Art Gallery

Please note that you must be eligible for Federal Work-Study to apply for this position.

Title of Position:
College Assistant I
\$17.00

Supervisor/Person to Contact:

Alma Juarez
alma.juarez@canyons.edu
(661)362 - 3612

Will schedule be arranged around student's classes? Yes ☒ No ☐

Dates & Hours:

Dependent on student availability and department needs.

Duties:

- Keep the gallery clean, organized, and presentable
- Monitor the gallery space to help protect artwork and visitor safety
- Support events, receptions, and gallery programs
- Help label artwork, arrange displays, and prepare materials
- Assist with setting up and taking down exhibitions
- Greet visitors and provide basic information about the exhibition
- Provide general administrative support

Job Qualifications:

- Ability to follow directions and work independently when needed
- Strong attention to detail
- Ability to keep the gallery clean, organized, and safe
- Dependability and punctuality
- Good communication and customer service skills
- Ability to work well with students, staff, artists, and visitors

Student Employment Office

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