

CITY OF TEMPE

Part-Time Employment Opportunity



Community Services Department · Arts & Culture Division · 700 W. Rio Salado Parkway · 480-350-2867
www.tempecenterforthearts.com

Gallery Assistant

(Arts & Culture Division – Tempe Center for the Arts)

Opening Date: April 23, 2019
Closing Date: Open until filled
Hourly Wage: **\$16 per hour**
Work Schedule: Maximum 19.5 hours per week; flexible weekday scheduling; evenings and weekends may be required

This is a Temporary Non-Benefitted position.

Tempe Arts & Culture seeks a motivated, creative and organized individual for a fast-paced and highly visible program that produces nearly 15 exhibitions every year. Tasks take place at the Gallery at Tempe Center for the Arts and several satellite spaces including the Tempe Public Library and Post Office on Mill Ave.

Experience & Training: Previous background in museum and arts administration practices and procedures is ideal. Excellent skills in organization, research, writing and editing. Additional experience in customer service, exhibition installation and graphic design/sign production is preferred. Bachelor's degree in art, museum studies, arts administration and/or equivalent experience also preferred.

Licenses/Certifications: Valid Arizona Driver's License

Essential Job Functions:

- Work directly with the Visual Arts Curator to research and prepare for exhibitions including: correspondence with artists, background research, processing loan agreements & condition reports, writing exhibit text panels, and designing and installing signage.
- Help organize and assist with special events such as artist residencies, maker workshops, lectures, performances and tours.
- Help coordinate jury panels, gather information for grants, update website, and update collections files in the database.
- Assist the installation staff with the preparation of exhibitions including: painting, sanding, cleaning, prop building and hanging and/or displaying artworks. May be required to do art handling and some heavy lifting (up to 40lbs).
- Must be able to: communicate clearly and effectively; demonstrate problem solving skills; demonstrate effective organizational skills and initiative; reach, bend, stoop and occasionally lift up to 40 pounds.
- Performs other related duties as assigned by the Visual Arts Curator.

Additional Skills Preferred: PC/Microsoft Windows, Adobe Suite, Word, Outlook, Access and Excel, large-format printing and sign production.

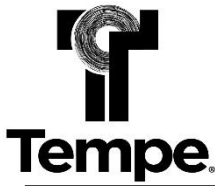
Applicant Requirement:

Requires successful completion of selection process, completion of background investigation and verification of identity/work authorization. For application, please include a Tempe part-time application form, cover letter and resume.

SUBMIT APPLICATION TO:
Gallery at Tempe Center for the Arts
700 W. Rio Salado Parkway
Tempe, Arizona 85281

For questions, please contact:
Michelle Nichols Dock, Visual Arts Curator
480-350-2867 or michelle_dock@tempe.gov

An equal opportunity/reasonable accommodation employer



Temporary Employment Application

Community Services | Arts & Culture Division | www.tempe.gov/ARTS

| | | | | |
|-----------------|--|-----------------|------------------|-----|
| Last Name: | | First Name: | | MI: |
| Street Address: | | | City, State, Zip | |
| Phone Number: | | E-Mail Address: | | |

Position(s) applying for _____

Do you possess a valid Driver's License (may be required for certain positions)? Yes No

Your age group is? 15-17 years 18-20 years 21 years+

Are you a U.S. Citizen or a non-U.S. Citizen authorized to work in the United States? Yes No

Have you ever worked for the City of Tempe? Yes No

If yes, from _____ (mm/yy) to _____ (mm/yy)

Are you related to any member of the Tempe City Council or any Tempe Commission/Board Member, or any City of Tempe employee? Yes No If yes, please indicate his/her name, position, and relationship to you:

To assist us with verifying previous work experience and /or education, please list other names you have gone by:

Are you a veteran? Yes No

NOTE: If you are claiming Civil Service Preference for Veterans under ARS 38-492, you must submit a copy of your DD214 (Member-2 or 4) at the time you are invited to a testing process.

Dates available: From _____ To _____

Please specify times you are available to work on the chart below.

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------|-----------|----------|--------|----------|
| | | | | | | |

Have you obtained a high school diploma or a high school equivalent certification? Yes No

If no, please indicate your highest grade level completed _____

Education from an accredited College/University:

| College: | Major: | Type of Degree: | Degree Completed: |
|----------|--------|-----------------|----------------------------------------------------------|
| | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Trade and/or Technical Schools:

| Trade/Technical School: | Subject Studied: | Type of Degree: | Degree Completed: |
|-------------------------|------------------|-----------------|----------------------------------------------------------|
| | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Certification or Registration (CPR, First Aid, Adv. Lifesaving, Lifeguard Training, W.S.I etc.)

| Type of Professional Registration, License, and/or Certification: | License Number (if applicable): | Date Received: | Expiration Date (if applicable): |
|-------------------------------------------------------------------|---------------------------------|----------------|----------------------------------|
| | | | |
| | | | |
| | | | |

Special training *that relates to this position*:

List computer software program(s) with which you are proficient in operating *that relate to this position*:

Language Proficiency (other than English):

| Language: | Speak: | Read: | Write: |
|-----------|----------------------------------------------------------|----------------------------------------------------------|----------------------------------------------------------|
| | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Begin with your present or most recent position. List all jobs, paid or volunteer, for at least the past ten years. Your qualifications will be evaluated **solely** on the application form and, if applicable, any supplemental questionnaire(s).

DO NOT WRITE "SEE RESUME" IN THE SPACES BELOW.

Place of Employment or Volunteer Experience:

Address:

Phone:

Job Title:

Employees Supervised:

Supervisor (Name/Title/Phone):

Employment Dates (mm/yy):

Hours Per Week:

Wage: \$ per

Work Performed:

Reason for Leaving:

Place of Employment or Volunteer Experience:

Address:

Phone:

Job Title:

Employees Supervised:

Supervisor (Name/Title/Phone):

Employment Dates (mm/yy):

Hours per Week:

Wage: \$ per

Work Performed:

Reason for Leaving:

Place of Employment or Volunteer Experience:

Address:

Phone:

Job Title:

Employees Supervised:

Supervisor (Name/Title/Phone):

Employment Dates (mm/yy):

Hours Per Week:

Wage: \$ per

Work Performed:

Reason for Leaving:

| | | |
|----------------------------------------------|-----------------------|-----|
| Place of Employment or Volunteer Experience: | | |
| Address: | Phone: | |
| Job Title: | Employees Supervised: | |
| Supervisor (Name/Title/Phone): | | |
| Employment Dates (mm/yy): | | |
| Hours Per Week: | Wage: \$ | per |
| Work Performed: | | |
| | | |
| | | |
| Reason for Leaving: | | |

Have you ever been requested or forced to resign from a position for misconduct or unsatisfactory service?

Yes No *If Yes, please explain:*

| | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|------|
| PLEASE READ THIS STATEMENT AND CAREFULLY REVIEW YOUR ENTIRE APPLICATION MATERIAL BEFORE SIGNING BELOW. | | |
| <p>I certify that all statements made on the application form and, if applicable, any supplemental questionnaire(s) are true and complete. I understand that any omission, misstatement, or falsification may be cause for rejection of this application, removal of my name from an eligibility list(s), and/or discharge from City Service. In addition, I authorize any individual, company, organization, or institution to release any and all information concerning statements made by me on this application, and I do hereby release all parties and individuals connected therewith from all liabilities for any damages whatsoever incurred in furnishing such information.</p> | | |
| Print Applicant's Name | Applicant Signature | Date |

| | |
|-------------------------------------------|----------------------------|
| <u>FOR ADMINISTRATIVE USE ONLY</u> | |
| Job Code: _____ | Cost Center: _____ |
| Title: _____ | Hourly Wage: _____ |
| Supervisor: _____ | Weekly Hours: _____ |