

STUDENT UNION
SUUGS
GALLERIES

STUDENT UNION GALLERIES
DIRECTOR APPLICATION FORM

Name: _____



The Student Union Galleries

Job Descriptions and Application Information

Mission & History

The Student Union Galleries (SUGs) were founded in 1994 to provide more exhibition opportunities to SAIC's student community. SUGs is a student run organization headed by five student directors under the supervision of faculty advisor, Michael x. Ryan.

SUGs advocates for student work by providing a supportive and supported space for student exhibitions, assisting artists and student curators in all aspects of the exhibition process, and sponsoring programs designed to allow students more opportunities to present and receive feedback on works in process. We encourage novice and experience exhibitors to apply to present innovative and experimental work in all media. SUGs organizes crit panels of faculty, local members of the art community and students for each exhibition. In addition to our exhibition programming, SUGs events are designed to encourage greater communication between the MA, MFA, BA and BFA programs and foster collaborative projects.

At its heart, SUGs is by the students for the students. SUGs staff shape the programs in the galleries with their ideas, labor and enthusiasm. Any currently enrolled student may submit an exhibition proposal, apply for staff positions, or join SUGs' volunteer committee.

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Staff Descriptions

Administrative Director

15 hours/week

Salary Range: Up to \$11.50/hr.

The Administrative Director is responsible for all administrative tasks that facilitate the smooth and successful operation of the Student Union Galleries. The Administrative Director position is a 15 hour a week time commitment, 10 hours of which are spent gallery sitting during the run of exhibitions. The Administrative Director is also expected to support the SUGs galleries on a more limited basis during the Summer and Winter terms. Strong organizational and communication skills are essential for the success of this position. The Administrative Director along with the faculty advisor and other directors are responsible for communicating with each other through daily updates via email, phone and meetings when needed.

Skills Required

- Strong organizational skills with the ability to work under a deadline.
- Ability to work constructively with people from a variety of backgrounds and skill levels.
- Comprehensive writing skills.

General Administration

- Maintain SUGs electronic correspondence.
- Update SUGs contact information and distribute to all staff.
- Organize and update filing system.
- Update black binder (make copies) to include all current information including: current artist/curatorial statements for all shows, attendance forms, proposal forms, price listings, contact sheets, and exhibition schedules.

Committee

- Serve as the primary contact person for the volunteer committee.
- Create agendas for committee meetings.
- Keep track of volunteer hours (5 hours a semester is required to jury

at proposal reviews).

Proposals

- Work with faculty advisor to lead proposal workshops.
- Advertise proposal review through postings, and email (coordinate with communications directors).
- Prepare proposal review supplementary material: type all proposal information into a spreadsheet; create proposal review voting and commenting forms; contact proposal applicants after review process through email or phone, and return all unaccepted proposals.

Gallery Attendants

- Interview gallery attendant applicants with faculty advisor.
- Check on gallery attendants during gallery hours.
- Keep gallery attendants updated with SUGs information.

Payroll

- Process all payroll information.
- Make sure authorization forms are signed and filed for all student workers.
- Process time sheets every other Monday for the faculty advisor to sign (refer to the pay period sheet available from the Financial Aid Office).
- Process all reimbursements for directors and artists; have faculty advisor approve.

Exhibition Conclusion Reports

- Attendance reports saved in Administration binder - SUGs info sheets/reports.
- Tally attendance for each show and print out for faculty advisor.

Exhibition Duties

- Create exhibition list with artist statements.
- Gather all artist information for exhibition binder.
- Create image list or floor layout for each show.
- Work with artists to organize

- opening reception.
- Write and proof read exhibition poster blurbs.
- Send out all-user email notifications for opening receptions and email committee members about upcoming meetings.
- Coordinate any design work needed for exhibition presentation material with communications directors.

Production Meetings

- Schedule production meetings and initial lead meetings.
- Meeting 1:** Introductions, letter of agreement, distribute contact information, and review proposal.
- Meeting 2:** Production schedule, design, installation, loan agreement and release forms.
- Meeting 3:** Reception and installation.

Installation Directors (2)

15 hours/week

Salary Range: Up to \$11.50/hr.

Installation directors must have experience working with power tools and basic construction projects. Prior art handling experience and experience with the installation and set-up of media equipment is strongly preferred. The ability to work under a deadline and manage a production schedule in an organized fashion is crucial to these positions. In addition all Installation directors must be able to lift 50 lbs. and have authorization in the general access wood/metal shops on campus.

Installation directors are required to attend all production meetings, committee meetings, proposal reviews and orientations. They work in close contact with the administrative director and the faculty advisor to facilitate, install and de-install exhibitions. In addition, the Installation Directors work with exhibitors directly in a constructive and supportive fashion regarding the design and use of the gallery space.

Skills Required

- Practical knowledge of power tools and basic construction.
- Ability to lift 50 lbs. and work on ladders.
- Strong organizational skills and

- ability to work under a deadline.
- Ability to be sensitive to the handling and installation of artwork.
- Ability to constructively work with other people.

General Duties

- Attend all production meetings.
- Attend all committee meetings.
- Attend all proposal reviews.
- Attend all orientations.
- Maintain open dialog with the faculty advisor on all matters pertaining to SUGs program.
- Inform the administrative director of the exhibition design to enable them to create the gallery layout for the exhibition binder.
- Leave instructions for the gallery attendants pertaining to special instructions for electronic media.
- Organize the release of artwork (use the loan form and release form documents).

Production Meetings

- Schedule production meetings and initial lead meetings.
- Meeting 1:** Introductions, letter of agreement, distribute contact information, and review proposal.
- Meeting 2:** Production schedule, design, installation, loan agreement and release forms.
- Meeting 3:** Reception and installation.

Installation Management

- Coordinate with administrative director to utilize the committee members for installation assistance.
- Inform the faculty advisor with the ordering of paint for each exhibition.
- Be in control of the installation and the artists' needs for each exhibition.
- Schedule artist and committee members as to the date and time to plan the space (inform the faculty advisor of this).
- Collaborate with the artists regarding the ideas and design of the space.
- Install the exhibition in a safe, secure, clear, and educational manner.
- Communicate with the communi-

cations directors as to how the title wall will be designed.

- Schedule for the artists to pickup the artwork.

Gallery Maintenance

- Inform the faculty advisor as to when the floors need to be cleaned (this is usually before the artwork has arrived).
- Repair the space after the exhibition ends.
- Maintain the tools and the shop and keep it organized and clean.

Communications Director I (PR and Marketing)

15 hours/week

Salary Range: Up to \$11.50/hr.

The Communications Director in charge of PR and marketing works directly with the administrative director and the faculty advisor to communicate the SUGs mission and programs to the SAIC community and the general public. Responsibilities include writing press releases, pursuing exhibition reviews, submitting listings, maintaining the SUGs website and calendar, and working closely with the Communications Director in charge of Design and Branding to create a cohesive public face for SUGs. This is a creative position that requires strong organizational skills and a vision for the best way to attract a committed audience of students, faculty, and staff to SUGs. Like the other directors, the Communications director is required to attend all staff and committee meetings and participate in each semester's proposal reviews. In addition, the Communication Director I work with the administrative director to communicate production deadlines to the directorial team.

Skills Required

- Organizational skills with the ability to work under a deadline.
- Good communications skills.

General Duties

- Attend all production meetings.
- Attend all committee meetings.
- Attend all proposal reviews.
- Maintain open dialogue with other directors and faculty advisor at all times.

- Attend all orientations and meetings.
- Archive several copies of all printed posters, postcards, and other publicity materials.

Production Meetings

- Schedule production meetings and initial lead meetings.
Meeting 1: Introductions, letter of agreement, distribute contact information, and review proposal.
Meeting 2: Production schedule, design, installation, loan agreement and release forms.
Meeting 3: Reception and installation.

Exhibition Promotion

- Design and produce postcards, posters, vinyl, wall texts, exhibition binders, and labels for each exhibition. (Working in conjunction with Communications Director II.)
- Receive and post all advertisements after they have gone to the printer; committee members can also help with postings.
- Send press releases to SAIC public programs if needed.

Website Management

- Document and photograph all exhibits for cataloging on the website.
- Update SUGs website including calendar, exhibition library, and other content.
- Build SUGs identity on the web.

Communications Director II **(Design and Branding)**

15 hours/week

Salary Range: Up to \$11.50/hr.

The Communications Director in charge of design and branding is responsible for designing all visual materials (posters, vinyl, exhibition program, etc.) Relevant to SUGs' exhibitions and programs. A strong graphic vision, ability to meet deadlines, and a commitment to consistent branding are required for this position. The Design and Branding director works with the PR and Marketing director to maintain the SUGs website. The

Communications Director II is required to attend all staff and committee meetings and participate in each semester's proposal reviews.

Skills Required

- Organizational skills with the ability to work under a deadline.
- Good communications skills
- Practical knowledge of graphic design.
- Practical knowledge of web design
- Strong design portfolio.

Duties

- Attend all production meetings.
- Attend all committee meetings.
- Attend all proposal reviews.
- Digitally archive all design work in a organized fashion (external hard drive).
- Maintain open dialogue with other directors and faculty advisor at all times.
- Attend all orientations and meetings.
- Design and produce postcards, posters, vinyl, wall texts, exhibition binders, and labels for each exhibition.
- Build SUGs identity on the web.

Production Meetings

- Schedule production meetings and initial lead meetings.
Meeting 1: Introductions, letter of agreement, distribute contact information, and review proposal.
Meeting 2: Production schedule, design, installation, loan agreement and release forms.
Meeting 3: Reception and installation.

Gallery Attendant

5-10 hours/week

Salary: \$8.50/hr.

Gallery attendants are responsible for providing a point of contact in the SUGs galleries, engaging visitors regarding the exhibitions, and encouraging them to return for other exhibitions and events. In addition, gallery attendants are responsible for maintaining a clean and organized gallery space, and maintaining exhibition files and archives.

Volunteer Committee **(No application required!)** 5-10 hours/month

The volunteer committee is a critical part of the SUGs team. Volunteers are encouraged to attend a weekly lunch meeting with the administrative director where they will be filled in on upcoming exhibitions and programs. Volunteers are responsible for helping to promote events, greet guests at events, and are invited to help organize programs. Committed volunteers (Those that attend at least 3 meetings/semester) are invited to participate on the selection panels for SUGs exhibitions.

Application For SUGs Directors and Gallery Attendants

In addition to this completed application form, all applicants are required to submit the following:

1. A cover letter detailing why you are applying for this position, what you expect to gain from this experience, and the specific skills that you will bring to SUGs.
2. A CV detailing prior employment experience and highlighting those experiences most relevant to the position you are applying for.

Name: _____

SAIC ID #: _____ Social Security #: _____ - _____ - _____

Position Applying For: _____ Date of Application: _____

Telephone: _____ E-mail: _____

Current Address: _____ apt#: _____

City: _____ State: _____ Zip: _____

Permanent Address: _____ apt#: _____

City: _____ State: _____ Zip: _____

Current Student Status + Area of Concentration: _____

Expected Date of Graduation: _____

Anticipated Schedule for Next Semester:

Monday:

Tuesday:

Wednesday:

Thursday:

Friday:

Saturday:

On-Campus Involvement (Student groups, galleries, government, etc.):
