Art Services Graduate Assistant
Part Time Position

Area: Dittmar Gallery and ARTica Studios

**Dittmar Gallery**, located on the main floor, presents the works of a variety of student and community artists. The Dittmar highlights an array of mediums as well as occasional performance art and programs. Open year-round, the Dittmar is supervised by the Art Services Graduate Assistant and employs one undergraduate Lead Curator and 2-3 gallery assistants who work 8-10 hours per week.

**ARTica Studios**, located in the Norris Underground, provides an excellent place for beginning and experienced artists to express themselves. With an accessible ceramics studio, and open space and supplies for painting, any artist will enjoy the creative atmosphere. The ARTica Studios provides supplies for painting student organization banners and for other paint projects. The ARTica Studios employs 2 Student Lead Supervisors and 9 attendants who work 10-12 hours per week.

**Supervisor**: Program Coordinator

**Function**: Supervises the ARTica Studio and the Dittmar Art Gallery. Plans and implements art related programming to involve the University community; hires, trains, and supervises student employees; manages departmental budgets; implements, repairs, and purchases of equipment.

**Responsibilities**:
1. Supervises and evaluates the ARTica Studio supervisors and the Dittmar Gallery Coordinator.
2. Manages annual budget for the ARTica Studio and Dittmar gallery.
3. Maintains inventory of equipment and supplies for the ARTica Studio and Dittmar gallery.
4. Curates and coordinates monthly art exhibits, receptions, and performances in the gallery; including assisting in coordinating the annual undergraduate and graduate exhibits with the Art Department.
5. Prepares advertising and contracts for the Dittmar gallery.
6. Manages the Norris Center permanent art collection which includes labeling, cataloging and maintaining the art within the Center.
7. Assists in the development of an assessment plan for Dittmar Gallery and ARTica Studios
8. Assists in the marketing for ARTica Studio and Dittmar gallery programs.
9. Other duties as assigned including involvement in Norris Center committee work.

**Qualifications**:
1. Bachelor of Fine Arts or closely related undergraduate degree or the equivalent combination of education, training and experience required.
2. Currently a graduate student in Master's or PhD program.
3. Ability to develop and maintain effective working relationships with students, staff, faculty, alumni and the general public.
4. Professional interest in developing arts related programs of interest with college students.
5. Expertise in several arts and crafts very helpful.
Learning Outcomes:
1. Graduate Assistant will gain experience, learn best practices, and be able to support, encourage, and challenge student employees.
2. Graduate student will learn and understand the steps and issues involved in event management and programming planning.
3. Graduate assistant will learn how to maintain a focus on client needs and anticipated outcomes while planning programs and events.
4. Graduate assistant will be able to provide clients with information concerning the rental and utilization of space, including but not limited to possible set-ups, booking procedures, equipment, and building policies.
5. Graduate assistant will learn to provide supervision, direction and mentoring to undergraduate student staff through coaching, mentoring, and formal evaluations.

Proposed Starting Date:
As soon as possible

Application:
In order to ensure full consideration, applications must be received by August 27, 2015. To apply, please email Nancy Cambron Perez a cover letter and a resume or curriculum vita that includes work history, and the names and contact information of at least three professional references at ncambronperez@northwestern.edu. Current Northwestern students please apply using Northwestern CareerCat.
Position will be open until filled.
**Game and Outdoor Recreation Graduate Assistant**  
**Part Time Position**

**Area:** Norris Outdoors / Norris Game Room

**The Game Room**, located in the Norris Underground, has pool tables, video gaming and table tennis. In addition to being a hang-out spot for students, the Game Room offers space that can be reserved for campus departments, student groups and children’s birthday parties, as well as building wide recreation for all of Norris. The Game Room employs 3 Student Lead Supervisors, 1 Senior Attendant and 10-14 attendants who work 10-12 hours per week.

**NorrisOutdoors**, also located in the Norris Underground, has an array of outdoor equipment for rent including: cross country skis, ice skates, tents, sleeping bags, snowshoes, camping stoves, sports equipment (balls, nets, etc.), and grills. In addition to renting equipment, NorrisOutdoors promotes an appreciation of outdoors recreation. This service employs 2 Student Lead Supervisors, 1 Senior Attendant and 4-7 attendants, who work 8-10 hours per week.

**Supervisor:** Program Coordinator

**Function:** Supervises the Game Room and Norris Outdoors. Plans and implements recreation programs to involve the University community; hires, trains, and supervises student employees; develops and manages departmental budgets; implements repair and purchase of equipment.

**Responsibilities:**
1. Hires, trains, schedules, supervise and evaluate the Game Room and Norris Outdoors student staff of 8-10.
2. Manages annual budget for both operating areas.
3. Maintains inventory of equipment and supplies for both operating areas.
4. Plans, implements, and evaluates recreational program for both operating areas includes tournaments and trips.
5. Prepares information for advertising, press releases, and contracts for both operating areas.
6. Assists in the marketing and administration of recreational programming for the areas.
7. Assists in the development of an assessment plan for Norris Outdoors and Norris Game Room.
8. Performs other duties as assigned including involvement in Norris Center committee work.

**Qualifications:**
1. Bachelor Degree in recreation field or closely related undergraduate degree or the equivalent combination of education, training and experience required.
2. Currently a graduate student in a Masters or PhD
3. Ability to develop and maintain effective working relationships with students, staff, faculty, alumni, and to the general public.
4. Professional interest in managing recreation programs.

Learning Outcomes:
1. Graduate Assistant will gain experience, learn best practices, and be able to support, encourage, and challenge student employees.
2. Graduate student will learn and understand the steps and issues involved in event management and programming planning.
3. Graduate assistant will learn how to maintain a focus on client needs and anticipated outcomes while planning programs and events.
4. Graduate assistant will be able to provide clients with information concerning the rental and utilization of space, including but not limited to possible set-ups, booking procedures, equipment, and building policies.
5. Graduate assistant will learn to provide supervision, direction and mentoring to undergraduate student staff through coaching, mentoring, and formal evaluations.

Proposed Starting Date:
As soon as possible

Application:
In order to ensure full consideration, applications must be received by August 27, 2015. To apply, please email Nancy Cambron Perez a cover letter and a resume or curriculum vita that includes work history, and the names and contact information of at least three professional references at ncambronperez@northwestern.edu. Current Northwestern students please apply using Northwestern CareerCat.
Position will be open until filled.