

Position Title: Fine Arts and Photography **Pre/Post Fair Staff - Temporary/Part-Time**

Position Location: Cantey Building

Reports To: Fine Arts and Photography Superintendent

Pay: \$7.50/hour

General Purpose:

Prepare and coordinate receiving, sorting, hanging, judging and returning art and photography (A/P) entries.

Job Responsibilities:

Prepare and coordinate receiving, sorting, hanging, judging and returning art and photography entries.

Handle issues or questions that arise from exhibitors.

Place red dots on all art or photography that have an interested buyer.

Take-in, hang pieces, paperwork, tag, clean A/P, display cases.

Walk with judge to take notes and remove A/P when needed.

Meet with Purchase Patrons prior to fair to let them pick A/P to purchase. Ensure you know their budget that has been recognized by the Fair office.

Monday after fair closes: remove all A/P being bought by Purchase Patrons to back storage-room to make sure it is not picked up by artist.

Review and follow printed safety materials and safety training. Immediately report any safety concerns to your supervisor.

Review timecard regularly and report errors to your supervisor immediately.

Follow dress code (page 24 of the employee handbook), remembering that flip-flops or open toed shoes are not permitted on any staff member.

Report to work on time at the scheduled start of your work shift. Reporting to work on time means you are ready to start work, not just arriving at your scheduled start time.

Skills Needed:

Excellent customer service and communication.

Climb ladders.

Hang art.

Work safely in a fast-paced environment.

Computer skills to assist judges.

How many pounds must you be able to lift?

50 lbs.

How much time are you standing each day?

Typically, this position requires prolonged standing and sitting.

Tentative Work Schedule/Dates:

Begin on Sunday two weeks prior to fair. May work two days after fair. This position does not work during the fair.

Note: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice.