



JOB DESCRIPTION – LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

JOB TITLE: Gallery Services Assistant

EXEMPTION STATUS: Non-Exempt

JOB CATEGORY: Administrative

BARGAINING UNIT: Non-supervisory

GENERAL SUMMARY:

Under direct supervision of the Gallery Services Coordinator, performs a variety of duties including installation of visual art exhibits, facilitating the visual arts programs at the Las Vegas Clark County Library District (District). Performs clerical work in support of the Gallery Services Coordinator.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assists in the implementation and coordination of visual arts and cultural programming through gallery exhibits for the Library District.
2. Assists with exhibit installations to include loading and unloading artwork and sculpture, visual art and hanging of work.
3. Assists with the coordination of visual art exhibit receptions by facilitating all event details from beginning to end.
4. Assists with the coordination of slide presentations and workshops for the visual arts gallery and cultural programming.
5. Ensures overall image of the Library District and participating artists is appropriately represented to the community.
6. Performs receptionist duties for the Gallery Services Coordinator's office. Interacts in person and over the telephone with District-wide staff and management, outside agencies, artists, vendors, and the general public.
7. Performs a variety of essential record-keeping duties, maintaining a variety of alphabetical and numerical filing systems.
8. Assists in scheduling, overseeing, and supervision of volunteers.
9. Operates District vehicles.
10. Performs other duties as assigned.

CORE COMPETENCIES:

- Customer Service
- Microsoft Office (Word, Excel, Windows, etc.)
- Visual Display and Design
- Record-keeping and filing

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- **EDUCATION:**

Required: High School Diploma, GED, or equivalent, along with some coursework in fine arts or art history.

Preferred: N/A

- **EXPERIENCE:**

Required: One (1) year of general clerical or secretarial experience, and experience in either:

- Two-dimensional and/or three-dimensional art exhibition design and installation, OR
- Visual merchandising or display skills.

Preferred: N/A

- **License or Certification:**

Required: Possess, or have the ability to obtain, a valid Nevada Driver's License at the time of hire.

- **PHYSICAL REQUIREMENTS:** Essential and marginal functions may require maintaining a physical condition necessary for the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces; bending, stooping, working in confined spaces, climbing ladders, and lifting, carrying, or moving moderately heavy (20 - 50 pounds) items and occasionally very heavy (100 pounds or over) items; the complex operation of gasoline, electric, or diesel-powered machinery or shop equipment requiring the manipulation of multiple controls, fine adjustments or both; or the sustained operation, of such devices associated with equipment used to perform tasks required of the position.

ADDITIONAL KNOWLEDGE, SKILLS, & ABILITIES:

- Knowledge of basic art history and presentation techniques and methods for visual art.
- Knowledge of proper visual display elements and design.
- Knowledge of Correct English usage, spelling, punctuation, and grammar.
- Ability to type at a speed necessary to perform the essential functions.
- Ability to maintain effective working relationships with those contacted during the course of work.

- Ability to communicate clearly and concisely, both orally and in writing, and to understand and follow oral and written instructions.
- Ability to work independently and as part of a team.

DEVELOPED: March 18, 1998

UPDATED: March 13, 2018