

LOS ALAMITOS UNIFIED SCHOOL DISTRICT
Office of the Personnel Commission

CLASS TITLE: VISUAL ARTS GALLERY ASSISTANT

BASIC FUNCTION:

Under the direction of the principal, the Visual Arts Gallery Assistant will play a pivotal role in supporting the Visual Arts department at the high school level. This individual will assist certificated teachers in organizing, planning, and executing Visual Arts showcases. Key responsibilities include coordinating event logistics, managing advertising efforts, preparing venue setups, and providing support during events to ensure smooth operation and successful presentation of art showcases. This role requires a collaborative spirit, attention to detail, and a passion for fostering an appreciative environment for the arts within the school community.

REPRESENTATIVE DUTIES:

1. Coordinate with teachers, administrative staff, and other relevant staff to align on advertising strategies and event details.
2. Design and create posters to be displayed around campus to promote upcoming Visual Arts showcases; develop and distribute digital flyers to enhance event visibility and engagement through the school's digital channels.
3. Photograph and document student artworks and gallery shows to build a visual archive and promote the arts program.
4. Label artwork and create signage for exhibits to guide visitors and enhance the educational impact of the showcase.
5. Construct and prepare display setups for showcasing student work effectively and attractively.
6. Coordinate with custodial staff to ensure venues are prepared and meet the specific needs of each showcase, including layout adjustments and cleanliness.
7. Uphold safety protocols and best practices during the setup and execution of events, particularly in handling art materials and equipment to prevent accidents and ensure the well-being of all participants.

8. Manage and coordinate student volunteers, assigning roles and responsibilities to facilitate smooth operation of the event.

9. Other duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Knowledge of a wide range of art materials, techniques, and processes across various mediums (e.g., painting, drawing, sculpture, printmaking)
- Understanding of the elements and principles of design and how they apply to visual arts education
- Awareness of safety protocols and best practices for handling art materials and equipment
- Knowledge of classroom management techniques suitable for an art education setting
- Understanding of assessment methods to evaluate student progress in visual arts

ABILITY TO:

- The ability to apply artistic techniques and design principles effectively for creating engaging visual layouts and promotional materials.
- The ability to plan, set up, and manage arts showcases, including understanding safety standards for art handling and event organization.
- The ability to accurately photograph and document artwork and gallery shows for promotional and archival purposes.
- The ability to perform strenuous activities, including lifting up to 50 lbs, essential for event setups and art display configurations.
- The ability to work effectively as part of a team, coordinating with teachers, students, and staff to facilitate successful events in an educational environment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: An Associate's Degree or higher from an accredited college or university, or be currently enrolled in college-level courses. Preferred experience in one or more of the following: visual arts, visual merchandising, gallery or museum settings, or working with students. Effective communication and collaboration within a team environment are essential. Ability to handle multiple tasks simultaneously and adapt to a dynamic work environment. Experience with digital photography and promotional material design is highly desirable.

WORKING CONDITIONS:

School environment which includes standing, walking, sitting, kneeling, squatting, stooping and bending; lift, carry, push or pull up to 50 lbs., duties may include activities which involve repetitive use of hands, arms or shoulder and twisting or pressure involving wrists or hands and working with arms above shoulder level; give student direction requiring clear speaking, the ability to hear normal voice conversation, color vision, peripheral vision, depth perception and the ability to adjust focus; exposed to minor contagious illnesses (e.g. colds, flu).

SALARY RANGE: 48

ADOPTED BY PERSONNEL COMMISSION: May 1, 2024

ADOPTED BY BOARD OF EDUCATION: May 13, 2024