

GUNDGALLERY

Kenyon College

GUND GALLERY ASSOCIATE PROGRAM: Student Handbook

Welcome to the Gund Gallery Associate Program! This handbook will guide you through the operations of the Gund Gallery and reveal your unique role in supporting our mission. The table of contents below lists specific tasks and responsibilities that will help make your experience vital and meaningful.

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1. The Gund Gallery Associate Program

1.1 Overview

The Gund Gallery Associate Program offers Kenyon students an opportunity to complement their formal liberal arts education with meaningful, career experiences. Working with museum professionals, Gund Gallery Associates are able to participate in all aspects of museum work including behind-the-scenes operations, curatorial planning, collection maintenance and educational outreach. An extension of the classroom, the program integrates theory with practice by building and promoting collaboration and exchange between our students, faculty and community.

1.2 Eligibility

All currently enrolled Kenyon College students can participate in the Gund Gallery Associate Program.

1.3 Applications and Selection

New Gund Gallery Associate applications are accepted and hires are made at the beginning of the fall term. Gund Gallery Associate Leaders are chosen at the end of the spring term in preparation for the following academic year. Museum staff members interview each candidate to match the Museum's needs with the educational and professional goals of the student.

The Gund Gallery and Kenyon College is an equal opportunity employer. It is the College's policy to evaluate qualified applicants without regard to race, color, national origin, ancestry, sex, gender, gender identity, gender expression, sexual orientation, physical and/or mental disability, age, religion, medical condition, veteran status, marital status, or any other characteristic protected by institutional policy or state, local, or federal law.

1.4 Associate Positions (See Job Descriptions Addendum I)

The Gund Gallery Associate Program offers both paid and volunteer positions. Paid positions (Gund Gallery Associate and Gund Gallery Associate Leader) require students to perform duties in the areas of visitor services (3.1.1) and area focus projects (1.5). All Associate positions take place during the course of the academic year, but summer positions may be available upon inquiry.

1.4.1 Paid (Gund Gallery Associate and Gund Gallery Associate Leader) positions are offered at a maximum of 15 hours per week and a minimum of 2 hours a week during the academic year. Hours are determined on a case-by-case basis between museum staff and the schedule of each participant.

1.4.2 Volunteer (Gund Gallery Associate) positions are offered to students who have an interest in working on special projects but cannot commit to a weekly schedule. Unpaid students are expected to dedicate 15-30 hours of time to projects over the course of the semester.

1.5 Associate Focus Areas

The number and types of positions offered varies according to changing needs of the Museum. Students may be asked to work on projects in a number of departmental areas within the Museum; examples of these include but are not limited to the following six areas:

1.5.1 Collections Management (Gund Gallery Collection)

- Environmental monitoring
- Database entry and record keeping
- Managing image database
- Preparation and care of objects on display
- Assist in conservation efforts
- Inventory and condition reporting of existing art collection
- Assist with the art loan program
- Assist with loan procurement and shipping

1.5.2 Curatorial Practice (Exhibitions, Research, and Special Projects)

- Curatorial research and assistance for exhibitions
- Label writing
- Digital curation
- Research for upcoming academic programs at the gallery
- CineArts, work with other students and staff to curate and screen films on campus

1.5.3 Educational and Events Programming (Outreach and In-House)

- Educational outreach program development
- K-12 in-class projects and learning opportunities
- After school art programs for educational K-12 groups from across the county
- Family day project development
- Grant funded community projects
- Prepare tours and hands on activities for visiting school groups

1.5.4 Promotion (Web, Social Media, PR and Design)

- Web (site) maintenance/development
- Create videos and podcasts
- Facebook, Tumblr, Instagram, Twitter maintenance/development
- Prepare information for social media platforms
- Help with the production of marketing material for the gallery
- Assist in communications and outreach through online and printed material

1.5.5 Preparation (Exhibition Preparation, Installation and De-installation)

- Assist with exhibition installation/de-installation activities
- Assemblage of objects, display areas, and fixtures
- Labels and Signage preparation and placement
- Cleaning/organizing of all the Museum spaces/supplies
- Patching/paint
- Provide assistance during incoming and outgoing condition reporting
- Assistance in unpacking/packing of objects

1.5.6 Visitor Experience and Operations (Gallery Attendant and Events Staffing)

- Monitor Museum spaces and objects (this requires constant alertness and diligence)
- Supervise class visits, outside visitors
- Responsible for gallery tidiness and maintenance
- Encourage and collect visitor evaluations
- Answer visitor inquiries
- Assist with hosting, setup, breakdown, recording, and photographing gallery events.

2. Mission and Values

2.1. Mission

The Gund Gallery celebrates the power of art as a critical centerpiece of Kenyon's liberal arts mission and our community. We champion the best art and artists of the 20th and 21st centuries via an active exhibition schedule, expanding permanent collection, and formal and informal learning experiences.

2.2. Values

We believe in:

- Challenging assumptions
- Questioning authority
- Uncovering structures
- Exercising curiosity

- Defying categories
- Creating culture
- Experiencing innovation
- Reflecting excellence
- Thinking out loud
- Seeing knowledge

3. Exhibition Venues, Prep Room and Collection Storage

3.1. Buchwald-Wright Gallery - Housed in the Gund Gallery facility, the Buchwald-Wright Gallery is our main exhibition venue with 6,100 square feet of flexible space.

3.1.1. Associate Responsibilities in the Gallery

While Gund Gallery Associate responsibilities vary according to team role, all Associates are expected to serve as museum advocates, docents and guards. This role primarily manifests itself in the area of visitor services and education.

3.1.1.1. Docent and Guard Duties - Each Gund Gallery Associate is expected to sign up for a minimum of one two-hour guard/docent shift a week or as an alternate. All guarding hours will count towards the total number of hours required to fulfill the parameters of the Associate job description.

3.1.1.1.1. Shift Requirements

- Show up 10 minutes prior to your shift
- Sign in and out online and/or with the security staff member on duty
- Dress in appropriate, business-casual attire (see Dress Code 4.2)
- Maintain a friendly and welcoming manner to all guests
- Keep a head count of everyone who visits the Gallery
- Be alert and attentive in order to maintain the security of artwork on view
- Walk around the gallery throughout your shift
- Wait to be relieved by the next Associate before leaving and alert the security staff member on duty, if your replacement has not arrived
- Discrete reading is acceptable when there are no visitors to the Gallery
- Clean and sweep the Gallery floor and lobby space if necessary
- Assist gallery staff as needed
- Find a replacement if you are sick or unable to make your shift
- Be familiar with the artwork and artist on view

3.1.1.1.2. Visitor Engagement

- Stand up and welcome each visitor and introduce yourself
- Let visitor(s) know about the gallery and current exhibitions
- Offer to give a guided tour or answer any questions they may have about the art
- Check in with each visitor, even if they did not want a tour to see if they are enjoying the gallery and if they had any questions
- Say goodbye to visitors upon leaving

3.1.1.1.3. Rules for Visitors

- No food or drink is permitted in the Gallery
- All backpacks and large bags must be left with the security staff member
- Only pencils are permitted for note taking
- Visitors are generally not supposed to touch or handle artwork unless such activity is approved by the exhibiting artist
- Visitors are generally able to take pictures -without flash- of exhibits unless such activity is not approved by the exhibiting artist

3.2. Kenyon Campus – Public Art On-View

Works from the Gund gallery Permanent Collection are on-view around campus. Gund Gallery Associates may be called upon to give visitors campus art tours. Associates working in the Collections Management regularly monitor the work.

3.3. Gund Gallery Prep Room

Located at the rear of the Buchwald-Wright Gallery, the Gund Gallery Prep room is an exhibition preparation workspace. Associates will use this space for many tasks. It is essential that the space remain as clean and unobstructed as possible to maintain safety and security.

3.3.1. Prep Room Safety and Security

- Associates Only - No one is allowed in the exhibit prep room that is not a Gund Gallery Associate or Volunteer
- Food and Drink - No food or drink should be consumed in the exhibit prep room space
- Doors - Do not prop the stairwell door open or the door to the Gallery open unless specifically told to do so by a staff member.
- Large Equipment – Permission and training is required to use the freight elevator, the scissor lift or any of the other larger equipment stored in that room.
- Mat Cutter and Label Mount Machine – Permission and training is required before you use the mat cutter and other label making tools.
- Technology – Computers, cameras and other technology is for gallery use only. Some projects will require equipment to be checked out by assigned Associate team members.
- Equipment Return – All equipment should be returned to its proper place after use

3.4. Gund Gallery Collection Storage

Located in the basement of the Gund Gallery, Collection Storage is an alarmed and secure storage area. Associates are only permitted in the area with permission and in the company of an authorized staff member.

4. Terms of Employment

4.1. Student Employee Responsibilities

The Gund Gallery is an important cultural hub for Kenyon College and the surrounding community. As a Gund Gallery Associate, you are to conduct yourself in a professional manner at all times by greeting visitors and educating the public about our collections, exhibits and programming. Students are expected to keep busy and productive while at the museum. If a student does not have a project or task to perform, they should ask a staff member for something to do. The Museum has an enormous need for help in many different areas and an intern's time is too valuable to be misused or wasted.

Gund Associates are required to:

- Adhere to Museum work hours, policies, and procedures governing professional Museum staff behavior
- Log hours at the Museum (Sign in and out online)
- Assume personal and professional responsibility for his/her actions and activities
- Maintain professional relationships with Museum employees, volunteers, vendors and visitors
- Work on applying knowledge acquired in the classroom to real-world situations
- Complete assignments and projects in a thorough, consistent, and punctual manner
- Hold Museum information in confidence
- Be at work hours on time, with a minimum of 24hr notice for cancelation. If you cannot come for your shift, you must try to find a replacement and must notify a museum staff member of your absence and whether or not you were able to find a replacement. If your absence is due to medical issues or emergency, we may ask for a letter from your physician. All of this must be conducted in a considerate and timely manner.

4.2. Dress Code

Associates may not wear shirts or hats that bear offensive language, logos or slogans. Please dress appropriately for the environment i.e. proper shoes and clothing for the tasks. The Museum is kept at a low temperature and humidity level for the care of the collection. Please bring warmer clothing if needed.

4.3. Time Sheets

Gund Gallery Associates are paid on a regular schedule. The current pay schedule may be found on the Career Development Office's website. To avoid any discrepancies in your time sheet, update it at the end of every shift and keep it current. Online time sheets must be completed correctly and submitted for approval by the scheduled deadline in order for it to be processed on time. Late time sheets will not be processed or paid until the following pay period.

4.4. Disciplinary Action

4.4.1. Procedural Guidelines

- Verbal Reprimand
The first time there is a problem; the employee will receive a verbal warning from his or her supervisor stating exactly what the unacceptable behavior was and what behavior must change to correct the problem. The supervisor will document the conversation.
- Written Reprimand
The second time there is a problem (it does not have to be the same problem), the employee will receive a written warning from his or her supervisor with the same format as the verbal warning. The supervisor will send a copy of this letter to the Student Employment Office to be included in the student's employment file.
- Termination
The third time there is a problem, the supervisor is free to terminate the student's employment. The supervisor will send a copy of a letter of acknowledgment to the Career Development Office for the student's employment file.

4.4.2. Grounds for Disciplinary Action include:

- Tardiness and/or Absenteeism
- Failure to meet job requirements
- Lack of professional conduct

4.4.3. Grounds for Immediate Dismissal include:

- Plagiarism
- Theft or Vandalism
- Timesheet falsification
- Physical or verbal harassment/abuse of visitors, staff, and volunteers
- Reporting to work under the influence of alcohol and/or drugs
- Distribution or improper use of confidential information pertaining to the Museum, its collection, and/or its staff

4.5. Evaluations and Feedback

To ensure success for both the Museum and the students, Gund Gallery Associates will receive an end of the semester evaluation with the museum staff to ensure that both the associate and staff members are on the same page with their performance.

The evaluation will allow the associate opportunity to improve their performance over the following semester with clearly stated goals. The Museum will decide on a semester basis to ask an associate to return. If an associate is told that their performance is unsatisfactory, they will be given suggestions and one semester to improve. If at the end of the following semester the performance has not improved, than the associate will not be asked to return.

Gund Gallery Associate Leader – Collections Management

Position Description

As a Gund Gallery Associate Leader for Collections Management, you will be expected to play a leadership role in ongoing Collections activities and projects during the academic year. Gund Gallery Associate Leaders receive all the benefits of Gund Gallery Associates and have the added opportunity to have a leadership role planning, organizing and managing gallery events and programming.

Duties and Expectations

Working closely with Gund Gallery Staff, the Gund Gallery Associate Leader for Collections Management is expected to:

- Organize Collections Gund Associate meetings
- Create and maintain project timelines
- Participate in project planning
- Facilitate the success of the Art Loan Program

All Gund Gallery Associate Leaders work an average of 8 -12 hours/week and are expected to collaborate with each other in the areas of Curatorial Practice, Educational Outreach, Collections Management, Operations, Social Media, and Video/Audio Podcast Production. Associate Leaders are required to attend all scheduled meetings and will receive ongoing training in core functions and specializations.

Eligibility and Term

All continuing Gund Gallery Associates are eligible to become Gund Gallery Associate Leaders after one year of service. Successful candidates must demonstrate leadership skills and the ability to take on an active role at the gallery. New Gund Gallery Associate leaders are selected every academic year. Past Associate Leaders are eligible to reapply. The Gund Gallery is committed to the fair treatment of all regardless of race, color, religion, ethnic or national origin, age, disability, sex, and sexual orientation.

Gund Gallery Associate Leader – Curatorial Practice

Position Description

As a Gund Gallery Associate Leader for Curatorial Practice, you will be expected to play a leadership role in student-led, curatorial projects during the academic year. Gund Gallery Associate Leaders receive all the benefits of Gund Gallery Associates and have the added opportunity to have a leadership role planning, organizing and managing gallery events and programming.

Duties and Expectations

Working closely with Gund Gallery Staff, the Gund Gallery Associate Leader for Curatorial Practice is expected to:

- Organize Curatorial Gund Associate meetings
- Create and maintain project timelines
- Participate in project planning
- Produce written material for Gallery

All Gund Gallery Associate Leaders work an average of 8 -12 hours/week and are expected to collaborate with each other in the areas of Curatorial Practice, Educational Outreach, Collections Management, Operations, Social Media, and Video/Audio Podcast Production. Associate Leaders are required to attend all scheduled meetings and will receive ongoing training in core functions and specializations.

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Gund Gallery Associate Leader – Educational Outreach

Position Description

As a Gund Gallery Associate Leader for Educational Outreach, you will be expected to play a leadership role in ongoing educational activities and projects during the academic year. Gund Gallery Associate Leaders receive all the benefits of Gund Gallery Associates and have the added opportunity to have a leadership role planning, organizing and managing gallery events and programming.

Duties and Expectations

Working closely with Gund Gallery Staff, the Gund Gallery Associate Leader for Educational Outreach is expected to:

- Organize Education Gund Associate meetings
- Create and maintain project timelines
- Participate in project planning including story time, family day, and K-12 visits
- Organize Visual Thinking Strategies (VTS) training

All Gund Gallery Associate Leaders work an average of 8 -12 hours/week and are expected to collaborate with each other in the areas of Curatorial Practice, Educational Outreach, Collections Management, Operations, Social Media, and Video/Audio Podcast Production. Associate Leaders are required to attend all scheduled meetings and will receive ongoing training in core functions and specializations.

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Gund Gallery Associate Leader – Operations & Visitor Experience

Position Description

As a Gund Gallery Associate Leader for Operations & Visitor Experience, you will be expected to play a leadership role in ongoing visitor activities and projects during the academic year. Gund Gallery Associate Leaders receive all the benefits of Gund Gallery Associates and have the added opportunity to have a leadership role planning, organizing and managing gallery events and programming.

Duties and Expectations

Working closely with Gund Gallery Staff, the Gund Gallery Associate Leader for Operations & Visitor Experience is expected to:

- Organize Operations & Visitor Experience Gund Associate meetings
- Maintain project/event timelines and monitor associate guard shifts
- Participate in project planning
- Assist with Visual Thinking Strategies (VTS) training and Art Loan Activities

All Gund Gallery Associate Leaders work an average of 8 -12 hours/week and are expected to collaborate with each other in the areas of Curatorial Practice, Educational Outreach, Collections Management, Operations, Social Media, and Video/Audio Podcast Production. Associate Leaders are required to attend all scheduled meetings and will receive ongoing training in core functions and specializations.

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Gund Gallery Associate Leader – Promotions

Position Description

As a Gund Gallery Associate Leader for Promotions, you will be expected to play a leadership role in ongoing social media activities or video/audio projects during the academic year. Gund Gallery Associate Leaders receive all the benefits of Gund Gallery Associates and have the added opportunity to have a leadership role planning, organizing and managing gallery events and programming.

Duties and Expectations

Working closely with Gund Gallery Staff, the Gund Gallery Associate Leader for Promotions is expected to:

- Organize Promotions (Social Media) and/or Promotions (Video-Audio Podcast) Gund Associate meetings
- Schedule and oversee project timelines
- Participate in project planning
- Produce social media content and/or video-audio content

All Gund Gallery Associate Leaders work an average of 8 -12 hours/week and are expected to collaborate with each other in the areas of Curatorial Practice, Educational Outreach, Collections Management, Operations, Social Media, and Video/Audio Podcast Production. Associate Leaders are required to attend all scheduled meetings and will receive ongoing training in core functions and specializations.

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