

GUNDGALLERY

Kenyon College

GUND GALLERY ASSOCIATE PROGRAM: Student Handbook revised 4/19

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.

Section	Title	Page
1.	Gund Gallery Associate Program	2
1.1.	Program Overview	2
1.2.	Eligibility	2
1.3	Application and Selection	2
1.4.	Associate Positions	2
1.4.1.	Paid	2
1.4.2.	Volunteer	2
1.5	Associate Focus Areas	2
1.5.1.	Collections	2
1.5.2.	Curatorial	3
1.5.3.	Digital Outreach	3
1.5.4.	Education and Visitor Experience	3
2.	Gund Gallery Mission and Values	3-4
3.	Exhibition Venues and Work Spaces	4
3.1.	Associate Responsibilities in the Gallery	4
3.2	The Buchwald-Wright Gallery	4
3.2.1.	Docent and Guard Duties	4
3.2.2.	General Requirements	4
3.2.3.	Shift Requirements	4
3.2.4.	Visitor Engagement	5
3.2.5.	Conditions for Admission for Visitors	5
3.3.	Kenyon Campus – Public Art On-View	6
3.4.	Gund Gallery Prep Room	6
3.4.1.	Prep Room Safety and Security	6
3.5.	Gund Gallery Collection Storage	6
4.	Terms of Employment	6
4.1.	Student Employee Responsibilities	6
4.1.1.	Gund Associate Requirements	6
4.1.2.	Dress Code	7
4.1.3.	Time Sheets	7
4.1.4.	Disciplinary Action	7
4.1.4.1.	Verbal Reprimand	7
4.1.4.2.	Written Reprimand	7
4.1.4.3.	Termination	7
4.1.5.	Grounds for Disciplinary Action	7
4.1.6.	Grounds for Immediate Dismissal	7-8
4.1.7.	Evaluations and Feedback	8
4.1.8.	Misconduct, Harassment and Grievance Reporting	8
Addendum	(Job Descriptions)	9-10

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 at Kenyon College does not discriminate in its educational programs and activities on the basis of race, color, national origin, ancestry, sex, gender, gender identity, gender expression, sexual orientation, disability, age, religion, medical condition, veteran status, marital status, genetic information, or any other characteristic protected by institutional policy or state, local, or federal law. The requirement of non-discrimination in educational programs and activities extends to employment and admission.

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

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Kenyon College

- 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
- Curate and screen films on campus

1.5.3. Digital Outreach (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

1.5.4. Education & Visitor Experience (Gallery Attendant and Events Staffing)

- 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
- 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

- **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.

- **Values**

We believe in:

- Challenging assumptions
- Questioning authority

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Kenyon College

- Uncovering structures
- Exercising curiosity
- Defying categories
- Creating culture
- Experiencing innovation
- Reflecting excellence
- Thinking out loud
- Seeing knowledge

3. Exhibition Venues and Work Spaces

3.1. Associate Responsibilities in the Gallery

The Gallery is where everything happens! You should be aware of what goes on in each space. While Gund Gallery Associate responsibilities vary according to team role, all Associates should be able to serve as museum advocates, docents and guards with a modicum of training. This role primarily manifests itself in the area of visitor services and education.

3.2.

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.

3.2.1. Docent and Guard Duties - Gund Gallery Associates who are interested in serving in this capacity will be eligible following the completion of a brief training and orientation program. Each Associate is then 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.

3.2.2. General Requirements

- Complete the general training required for this duty
- Review the emergency procedures for the Gallery and the building
- Review any special requirements for the current exhibitions
- Attend VTS-Visual Thinking Strategies training when offered
- Be familiar with the artwork and artists on view

3.2.3. Shift Requirements

- Show up 10 minutes prior to your shift
- Sign in and out with the security staff member on duty
- Dress in appropriate, business-casual attire (see Dress Code 4.2)
- Maintain a friendly and welcoming manner with all guests
- Make a special point of introducing yourself to any artists or special guests visiting the Gallery
- Keep a head count of everyone who visits the Gallery
- Be alert and attentive in order to maintain the security of artwork on view
- Report any suspicious or inappropriate behavior you witness immediately and discretely to the guard or a staff member
- Be present; 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

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Kenyon College

- Discrete reading is acceptable only when there are no visitors to the Gallery
- Clean and sweep the Gallery floor and lobby space as necessary
- Assist Gallery staff as needed
- Find a replacement if you are sick or unable to make your shift
- Please share any suggestions you may have to improve the visitor experience

3.2.4. Visitor Engagement

- Stand up and welcome each visitor; introduce yourself
- Observe visitors and, should there be any rules violations evident, remind the visitor of the Conditions of Admission to the gallery (posted and below)
- Inform and orient visitor(s) about the Gallery and current exhibitions
- Offer to give a guided tour or answer any questions they may have about the art
- Make a point of following up and check in with each visitor, even if they did not want a tour to see if they are enjoying the Gallery and if they have any questions
- Listen to, note, and record any comments made about the gallery or current exhibition
- If the comment is negative or concerning, assure the visitor that you will communicate their comment to a staff member and then do so
- Please invite all visitors to fill out a visitor survey
- Say goodbye to visitors upon their leaving

3.2.5. Conditions of Admission for Visitors

- Admission to the Gallery is always free of cost
- Parents and guardians are advised to preview the content on display to make sure that it is suitable viewing for children in their charge.
- No food or drink is permitted in the Gallery (including water bottles and refillable drink containers).
- No weapons, knives, or sharp objects, of any kind are permitted.
- No smoking or tobacco products are permitted.
- No backpacks, luggage or oversized bags are permitted
- If you are doing work or taking notes while in the Gallery, it is requested that you use a pencil, not a pen.
- Cell phone usage is discouraged if disruptive, but not generally prohibited within the Gallery. If a visitor is creating a disturbance on their cell phone, you will be asked to take the call in the lobby.
- Well behaved and supervised children are welcome to accompany their parents or guardians in the Gallery.
- Strollers are permitted in the Gallery, however, please maneuver strollers carefully to avoid contact with artwork or other visitors.
- No touching or handling of the artwork is permitted unless it is specifically permitted and posted in writing by the Gallery.
- No animals are permitted unless they are trained "Service" animals assisting a person with special needs. Emotional support animals are not welcome.
- Guests are encouraged to hang their coats in the coat room on the first floor or on the coat rack that has been provided.
- Umbrellas should also be left in the coat room downstairs or outside the Gallery entrance.
- Any conduct that creates a safety hazard for the artwork or visitors is not permitted in the Gallery.

- Please cooperate with the requests of the Guards and Associates during your stay. They are here to assist, inform, and protect you and the artwork in our care.
- Photography without flash for private, noncommercial use is permitted, however, the use of tripods and monopods require prior approval.

3.3. 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.

3.4. 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.

3.4.1 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

3.5. 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.

4.1.1. Gund Associate Requirements

- 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.

4.1.2. Dress Code

Associates are encouraged to wear Gund Gallery provided t-shirts. 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.

4.1.3. 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.

4.1.4. Disciplinary Action - Procedural Guidelines

4.1.4.1 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.

4.1.4.2. 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.

4.1.4.3. 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.

4.1.5. Grounds for Disciplinary Action include:

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

4.1.6 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

4.1.7. 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, then the associate will not be asked to return.

4.1.8 Misconduct, Harassment and Grievance Reporting

The Gund Gallery is bound by Kenyon College's policies regarding sexual misconduct, harassment, discrimination and grievance procedures. More information can be found by following the following links: [Sexual Misconduct & Harassment Policy](#), [Discrimination & Discriminatory Harassment Policy](#), and [ADA/Section 504 Grievance Procedure](#).

GUNDGALLERY

Kenyon College

Gund Gallery Associate

Position Description

As a Gund Gallery Associate, you will gain practical museum experience, work with museum professionals and have special access to visiting artists.

Duties and Expectations

The Gund Gallery Associate Program offers both paid and volunteer positions. Paid positions require interns to perform duties in the areas of visitor services and area focus projects (Collections Management, Curatorial Practice, Digital Outreach and Education & Visitor Experience). After one year as a Gund Gallery Associate, participants can apply to take on a managerial role as a Gund Gallery Associate Leader.

Area Focus Projects

Gund Gallery Associate Projects are designed to be meaningful and enriching experiences. Throughout the academic year, our associates can be found ...

- Leading tours for Kenyon College and the community
- Curating exhibitions, research, and writing gallery materials
- Creating new content in for social media the Gund Gallery website
- Editing catalogs, gallery publications and programming materials
- Developing programs for Knox Country school and after school programs
- Supporting collections management efforts

Eligibility

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

Application Process

Applications are accepted and hires are made at the beginning of the fall term. Museum staff will interview each candidate to match the Museum's needs with the educational and professional goals of the student. To apply, please prepare the following documents:

- Cover letter expressing why you would like to work at the Museum and in which program area(s) you would like to gain experience
- Resume
- Optional writing sample.

Submit documents through the Career Development Office's Student Employment portal <https://kenyon-csm.symplicity.com/students/> (BEGINNING JUNE 2019)

Contact: Christopher Yates, Assistant Director, Gund Gallery, yatesc@kenyon.edu

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Gund Gallery Associate Leader

Position Description

As a Gund Gallery Associate Leader, you will be expected to play a leadership role in ongoing 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 Gund Associate meetings
- Create and maintain project timelines
- Participate in project planning and research
- Organize, participate and direct gallery programming

Hourly Commitment

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, Education and Visitor Experience, Collections Management, and Digital Outreach. 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.

Application Process

Applications are accepted and hires are made at the beginning of the Spring term. To apply, please prepare the following documents:

- Cover letter expressing why you would like to be a Gund Associate Leader
- Resume

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