

## GUND GALLERY ASSOCIATE PROGRAM: Student Handbook revised 9/21

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 are eligible to 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. Staff members interview each candidate to match the Gallery'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 from time to time.

**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 per week during the academic year. Hours are determined on a case-by-case basis between Gallery 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 a semester.

## 1.5 Associate Focus Areas

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

### 1.5.1. Audio and Video Production

- Curating Podcast listening guides
- Conduct/Record Interviews
- Presentation Recording
- Event Recordings
- Post-Production
- Project Management

### 1.5.2. Collections Management

- Environmental monitoring
- Database entry and record keeping
- Managing image database

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- 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

## **1.5.3. Curatorial Practice**

- Curatorial research and assistance for exhibitions
- Label writing
- Research for upcoming academic programs at the gallery
- Gund Associates Talks

## **1.5.4. Communications**

- Coordination of Production and Information Sharing between Associate Teams
- Associate Instagram strategy and relaunch
- Production of communication event posters
- Drafting a communications matrix
- Development of Communication Timelines
- Special attention to student-focused communications
- Explore new and alternative ways to better communicate across campus populations

## **1.5.5. Education**

- 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
- Prepare tours and hands on activities for visiting school groups
- Oversees Hosting Group

## **1.5.6. Film Curation**

- Developing film watch lists and conducting watch parties
- Fall series related to exhibitions on view
- Collaboration with Professors and Departments sponsoring film series

## **1.5.7. Hosting Group**

- Overseen by Education Team
- VTS trained students
- Docent responsibilities during all open hours and for events
- Encourage and collect visitor evaluations
- Answer visitor inquiries
- Supervise class visits, outside visitors

## **1.5.8. Publication Production**

- Design and production of printed matter
- Project posters
- Exhibition related publications
- Develop production schedules
- Exhibition Cards – faculty and student shows

## **1.5.9. Visitor Experience**

- Takeaway Tuesday
- Pop-Up or Post Card Exhibition Collaboration with MVNC
- Late Night Events
- Tuesday Tea

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- First Friday community event in Mt Vernon
- Knox County Children's Concert, Ariel Park
- Family Day / Earth Day - BFEC Collaboration
- Staff and Help Plan Opening Receptions and Events
- Associate Senior Gala/Recognition Event

## 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
- 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 Gallery advocates, hosts, and guards with a modicum of training. This role primarily manifests itself in the areas 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. Hosting 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. Constant alertness and diligence are essential to this work. Each Associate is then expected to sign up for a minimum of one two-hour guard/docent shift per 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. Hosting General Requirements

- Complete the general training required for this duty
- Review the emergency procedures for the Gallery and the building (see Addendum)
- 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. Hosting Shift Requirements

- Arrive 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 visitors
- 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 discreetly to a guard or other 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
- Discreet reading is acceptable only when there are no visitors in 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 for improving the visitor experience

#### **3.2.4. Visitor Engagement**

- Stand up and welcome each visitor; introduce yourself
- Observe visitors and, if there are any rules violations evident, remind them 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 visitors may have about the art
- Make a point of following up and checking 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 exhibitions
- 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 as they leave

#### **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 requires prior approval.
- All visitors are required to comply with any current Covid or health restrictions posted.

### **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 area regularly monitor the condition of the works.

### **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 who is not a Gund Gallery Associate or volunteer
- Food and Drink - No food or drink should be consumed in the exhibit prep room
- Doors - Do not prop open any doors unless specifically told to do so by a staff member.
- Large Equipment – Permission and training are required for use of 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 are required for use of the mat cutter and other label making tools.
- Technology – Computers, cameras, and other technology are 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 may enter the space only with permission and in the company of an authorized staff member.

### **3.6 Gund Associate Office (rm 109)**

Located on the first floor of Gund Gallery, the Associate Office space is a workroom and meeting space for Gund Associate teams.

## **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, exhibitions, and programming. Associates are expected to keep busy and productive while at the Gallery. If an Associate does not have a project or task to perform, they should ask a staff member for something to do. The Gallery needs assistance in many different areas and our interns' time is too valuable to be misused or wasted.

#### **4.1.1. Gund Associate Requirements**

- Adhere to Gallery work hours, policies, and procedures governing professional staff behavior
- Log hours at the Gallery using Banner and record your activity in the comment section
- Assume personal and professional responsibility for one's own actions and activities
- Maintain professional relationships with Gallery 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 Gallery information in confidence
- Report to work on time, with a minimum of 24-hours' notice for cancellation. If you cannot come for your shift, you must try to find a replacement and must notify a Gallery staff member of your absence and whether or not you were able to find a replacement.

#### **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 at hand. The Gallery maintains low temperature and humidity levels for the care of the collection. Please bring warm clothing as 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 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 their 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 their supervisor outlining the unacceptable behavior and what must change to correct the problem. 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

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- Reporting to work under the influence of alcohol and/or drugs
- Distribution or improper use of confidential information pertaining to the Gallery, its collection, and/or its staff

#### **4.1.7. Self-evaluations, Evaluations and Feedback**

To ensure success for both the Gallery and the students, Associates must complete a self-evaluation form in the fall and a must reapply for their position in the spring. Associates will receive a brief end-of-semester evaluation from Gallery staff.

The evaluation will afford the Associate an opportunity to improve their performance over the following semester with clearly stated goals. Gallery staff will decide each semester whether to invite an Associate to return. If an Associate is told that their performance is unsatisfactory, they will be given suggestions and an opportunity to improve.

#### **4.1.8 Misconduct, Harassment and Grievance Reporting**

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

## EMERGENCY QUICK REFERENCE GUIDE Gund Gallery

## CAMPUS SAFETY 1-740-427-5555

### GENERAL AWARENESS AND PREPARATION:

Familiarize yourself with the emergency exit paths, fire pull stations, fire extinguisher locations, and shelter locations throughout the Gund Gallery and the building. Please record the Emergency/Dispatch Campus Safety phone number above into your device for immediate use. When any emergency or incident arises, you are instructed to note and record what you have observed, when it took place, who was involved, and any action that was taken in response.

For anyone who evacuates the Gallery or building, the rally point for the Gund Gallery is Ransom Hall.

### THEFT/DESTRUCTION OF ARTWORK:

**In progress:** Contact Campus Safety immediately by radio or phone. Note description of suspect. We will not detain a suspect without probable cause. If you or a trusted associate saw the incident occur, detain the suspect verbally (not physically) until campus safety arrives.

Notify gallery staff as soon as possible.

### FIRE:

**In Gallery:** Pull alarm. Contact Campus Safety and 911 immediately. Evacuate the Gallery through the marked exits. Contact Gallery staff after exiting the building. If the fire is small and does not pose an immediate threat, utilize a fire extinguisher to suppress – but only after contacting Campus Safety or 911. If fire blocks all available exit routes utilize a fire extinguisher to suppress the fire so that you can exit the building. Note and assist anyone in the Gallery that needs assistance. Take special note of anyone who is disabled and requires assistance. Avoid the use of the elevators.

**In building:** Pull fire alarm. Contact Campus Safety and 911 immediately.

Evacuate the Gallery. If possible close the barn door. Contact Gallery staff after exiting building. If fire is small and does not pose an immediate threat, utilize a fire extinguisher to suppress – but only after contacting Campus Safety or 911. If fire blocks all available exit routes utilize a fire extinguisher to suppress the fire so that you can exit the building. Note and assist anyone in the Gallery that needs assistance. Take special note of anyone who is disabled and requires assistance. Avoid the use of the elevators.

### TORNADO:

**Tornado watch:** A tornado watch is issued to alert people in a described area that the conditions are favorable for tornadoes. Stay alert, monitor your radio and phone for updates, and calmly inform visitors to the Gallery that a tornado watch is in effect. Have the bullhorn ready to announce if a tornado warning is issued.

**Tornado warning:** A tornado warning is issued when a tornado has been spotted or indicated by radar in a described area. This is a serious threat to life and property to those in the path of the tornado. Act immediately to find safe shelter. Close and lock the barn door. Evacuate everyone to the basement level interior hallway near the mechanical rooms. Provide Campus Safety with a head count and a situation report.

**MEDICAL EMERGENCY:** Contact Campus Safety and 911. If you have training, administer First Aid. If not, make the person comfortable and observe closely. Do not move the injured or ill party. Avoid contact with blood or bodily fluids.

### ACTIVE SHOOTER:

Take immediate steps to protect yourself and assist others to do so as well. As soon as possible, call 911 and Campus Safety. Either evacuate the building to a safe area outside the building or move quickly to a secure room which may be locked or barricaded on the inside, turn off the lights, and hide in place. If you are unable to flee or hide, then and only then, engage the perpetrator; attempt to disarm and disable him.

### BOMB THREAT/SUSPICIOUS PACKAGE:

Treat every threat/suspicion as real. Do not move object. Contact Campus Safety immediately by landline in the office area. Do not use cell phone or radio in immediate vicinity of object. Evacuate the space and keep others well away until relieved by Campus Safety. If threat is transmitted by phone: Ask: Where is the bomb? What does it look like? When will it detonate? Why? Who are you? Attempt to keep the person talking and absorb as much information as you can. Use bomb threat form to record answers.

**SUSPICIOUS OR UNRULY BEHAVIOR:** Be alert for any suspicious or unruly behavior (e.g. loud or inappropriate comments, furtive or unusual movement, unwelcome attention to other guests, noncompliance with Gallery rules or reasonable requests.) Approach the perpetrator, inform them that they are disturbing others' enjoyment of the Gallery. If the situation is not remedied, contact Campus Safety and begin a suspicious activity report. Report to Gallery Staff.

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**WORKPLACE VIOLENCE:** If threat is imminent call 911, then contact Campus Safety. If you have received information only, contact Campus Safety. Report details to police/safety. Report to gallery staff as well. Assure intended victim[s] are notified and moved to a secure location. Advise whether a weapon is involved. Threats may be verbal, written, electronic, or overheard.

**HVAC MALFUNCTION:**

Temperature should be maintained at  $70^{\circ} \pm 2^{\circ}$  and humidity between 40% and 60%. If they stray outside these parameters notify Gallery staff and contact maintenance at 1-740-427-5129 M-F 7:30am-4:30pm. Outside these hours contact Campus Safety (non-emergency 1-740-427-5000) for an emergency maintenance request.

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## 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 visitor services duties along with area focus projects (in Audio & Video Production, Collections Management, Communications, Curatorial Practice, Education, Film Curation, Publication Production and Visitor Experience). After one year as a Gund Gallery Associate, participants may 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, conducting research, and writing gallery materials
- Creating new content for social media and the Gund Gallery website
- Editing catalogs, gallery publications, and program materials

- Developing programs for Knox Country school and after-school programs
- Supporting collections management efforts

## Eligibility

All currently enrolled Kenyon College students are eligible to participate in the Gund Gallery Associate Program.

## Application Process

Applications are accepted and hires are made at the beginning of the Fall term. Gallery staff will interview each candidate to match the Gallery'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 Gallery and in which program area(s) you would like to gain experience
- Updated resume
- Optional writing sample.

Submit documents through the Career Development Office's Student Employment portal

Contact: Christopher Yates, Associate Director, Gund Gallery, [yatesc@kenyon.edu](mailto:yatesc@kenyon.edu)

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.

## 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 play a leadership role in planning, organizing, and managing gallery events and programming.

### Duties and Expectations

Working closely with Gund Gallery staff, a Gund Gallery Associate Leader 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 per week and are expected to collaborate with each other in the areas of Audio & Video Production, Collections Management, Communications, Curatorial Practice, Education, Film Curation, Publication Production and Visitor Experience. 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

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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
- Updated resume

Send to: Christopher Yates, Assistant Director, Gund Gallery, [yatesc@kenyon.edu](mailto:yatesc@kenyon.edu)  
[Or, as above, use the Career Development Office portal?]

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.