

University Galleries, FAU

Application Form

Instructions: Print clearly in black or blue ink. Fill in all blanks, unless otherwise stated. Sign and date the form.

Please place a check next to the position for which you are applying:

Volunteer: ____ Intern: ____ Directed Independent Study: ____ Temp. Employee: ____

Have you applied here before? ____ If yes, when? ____

Contract date from ____ (preferred start date) to ____ (end date).

Are you applying for DIS academic credit? ____

If yes, please state how many credit hours requested ____ (1-4 credit hours available)

For each credit, four (4) hours per week are required. Please see page 4 for more information.

PERSONAL INFORMATION:

Full Name _____

Address _____

Cell Phone Number (____) _____ Home Phone Number (____) _____

FAU email _____ Best email to reach you _____

POSITION/AVAILABILITY: Please check 2-3 areas of interest – number them in order of most desired to least. A short description of each can be found on page 3.

- _____ Curatorial Research & Development
- _____ Marketing/ Public Relations
- _____ Exhibition Administration
- _____ Accounting (Accounting majors preferred)
- _____ Grant research & writing
- _____ Exhibition production (Art handling & installation)
- _____ Museum Education Program
- _____ Graphic Design & Exhibition Design
- _____ Event management

Days/Hours Available: (Please note that a commitment of at least 8 hours/week; 12 hours in summer is required)

Monday _____ Tuesday _____ Wednesday _____

Thursday _____ Friday _____ Saturday _____

EDUCATION:

Degree/Diploma _____

Expected graduation date _____

Skills and Qualifications: Licenses, Skills, Training, Awards

EXPERIENCE: Please list/describe any relevant experience you have (not required)

REFERENCES: Please list two (2) references. At least one (1) should be on-campus - i.e.: past/present professors or advisors.

Name/Title	Phone	Email	Relationship
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PERSONAL STATEMENT: Please include a short personal statement (500 words or less) about why you are interested in working with the University Galleries. Please explain what you hope to gain out of this experience and what you hope to contribute. Please include with this application.

INTERVIEW AVAILABILITY: Your application may be followed with an interview. Please provide at least two time frames you are available to come in for an interview (what day of the week and time works best for you):

I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.

Signature_____ Date_____

Upon completion of this application, please email application form **and** personal statement to wfaulds@fau.edu & jgiebel@fau.edu. Please allow at least 5-7 business days to hear from us. Thank you.

University Galleries Assignments

Below is a listing of the various areas you may get involved with and brief descriptions describing what each area involves.

Curatorial Research & Development

- Research and edit artist's biographies, artwork, including history, medium, cultural influences, and provenance
- Research thematic, art historical, and other content related to exhibitions and exhibition proposals
- Develop exhibition content and layout

Marketing/ Public Relations

- Public relations, advertising and marketing of various exhibitions and programs held by the University Galleries
- Updating our website, social networks, and printed materials such as press releases

Exhibition Administration

- Improve/maintain Galleries' organization
- Record keeping, filing, mail pick up and delivery, answering phones and delivering messages
- Organize information in relation to exhibition development
- Contact artists/galleries/museums/etc.

Accounting (Accounting majors preferred)

- Manage funds that we receive
- Work with Director on a yearly budget
- Process bills and payroll

Grant research & writing

- Garner voluntary direct support for the Galleries' exhibitions, programs and needs
- Work with College of Arts & Letters' advancement department
- Research and apply for available grants

Exhibition production (Art handling & installation)

- Responsible for the care and handling of artwork in exhibitions
- Organize, install and de-install artwork, some carpentry, painting and lighting

Museum Education Program

- The goal of the Museum Education Program is to educate and enrich our community through and with the visual arts
- Prepare and deliver tours and outreaches to the public
- Training required with nearby museums, Dr. Susannah Brown of the College of Education and other outlets
- Prepare Field Experience Guides for Teachers

Graphic Design & Exhibition Design

- Design/Create all promotional materials for the University Galleries
- Web page maintenance and photography
- Develop and implement exhibition design and production

Event Management

- Organize and plan events held by the University Galleries
- Develop event timelines, contact vendors, and secure staffing for the events

Directed Independent Study FAQs

What is Directed Independent Study (DIS)?

A DIS with the Director of the University Galleries is offered as a 1-4 credit FAU course in which you have the opportunity to be a member of our team. For each credit hour, four (4) hours per week are required (i.e.: 2 credits equal 8 hours per week).

What are the benefits of doing a DIS?

- Learn more about topics that interest you such as exhibition research, graphic design, museum education and others
- Get hands-on experience
- Improve your chances of getting into graduate school
- Get work experience and training that will benefit your future job searches
- Learn more about the different professions in Art and decide if this field is right for your career
- Have the satisfaction of knowing that you contributed directly to the success of University Galleries' programs and exhibitions
- Work flexible hours that fit your schedule
- Gain academic credit

Who is eligible for DIS?

Any FAU undergraduate (upper division) or graduate student is eligible for a DIS. Usually a DIS course is available to those with some experience with the Galleries' operations. Contact us to determine if a DIS with the Galleries is right for you.

How much work is involved?

Doing a DIS is like having a job. You are expected to be responsible and professional in your attitude toward your work in our office. DIS students are required to work 4 hours per week *per credit*.

What do I need to do after filling out this application to be approved for a DIS?

After filling out this application and sending it to wfaulds@fau.edu, please wait for a response. Once your application has been reviewed and accepted by the Director of the University Galleries, your DIS is subject to approval by the chair of the art department. More information will be given at your interview.