

**University of Pittsburgh
Department of History of Art and Architecture**

GSA Contract for Gallery Assistants

Term/Year _____

Faculty Mentor _____

Position Description

Graduate Student Assistants (GSA) in the University Art Gallery work with the faculty mentor/UAG director to organize exhibitions, manage permanent collections, plan and implement public and academic programs, and maintain daily operations in the gallery. As Gallery Assistants, graduate students are afforded a unique opportunity to learn best practices and engage in critical concerns in the museum field through curation, public programming and mentoring opportunities.

Policies and Contract Terms

University regulations stipulate 300 hours (20 hours per week) total per term as the maximum number of work hours required of TAs/TFs/GSAs. TA/TF/GSA in the UAG are responsible for web site and database maintenance or any other digitizing or computer work that is outlined as part of their positions.

The faculty mentor is to supply the GSA with a schedule at the beginning of the term with dates clearly indicated for special assignments or tasks in which the GSA will be involved.

Please be as explicit as possible in describing the work assignment and calculated hours for each task expected of the gallery assistant GSA this term:

Task	Hours
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

TOTAL HOURS: _____
(Not to exceed 20 hours a week/300 hours for the term; all additional assignments are the responsibility of the faculty mentor.)

Midterm check-in: Please specify a date after classes are underway when you will meet to revisit this contract and confer on any adjustments that may need to be made regarding assignments, allotment of hours, or any other relevant aspects of your work together this term. Date: _____.

Signatures

Faculty Mentor: _____ Date: _____

GSA: _____ Date: _____

Contracts are to be completed, signed, and returned to the Graduate Administrator by the end of the first week of class each term. Originals will be filed in the department office and copies made and returned to faculty mentors and GSAs for their files.

Any contract questions are to be taken up with the Director of Graduate Studies and, if necessary, the Department Chair.