ART GALLERIES
Contact Person: Kelly Kutz, kjk175@psu.edu
Hours: Tuesday–Thursday 12 noon to 6:00 p.m.
Friday, Saturday and Sunday 12 noon to 4:00 p.m.
Closed Mondays
SUMMER HOURS
Tuesday–Saturday 11:00 am – 3:00 pm
Closed Sunday–Monday

- Greet gallery visitors and maintain log of visitation, running errands, answering phone.
- Responsible for unlocking & opening the Gallery.
- Check artwork for damages or missing items, dust cases, pick up any litter in area, check for burned out lights & notify supervisor of any situations requiring immediate attention.
- Assist in setting up & taking down exhibits, spackling, sanding & painting gallery walls in preparation for exhibits, putting up lettering for exhibits.
- Knowledge of Microsoft software preferred.

CENTER FOR ARTS AND CRAFTS
Contact Person: Mandi Gatto, mrap155@psu.edu
Hours: Monday through Friday 9:00 a.m. – 9:30 p.m.
Saturday & Sunday 1:00 p.m. – 6:00 p.m.

- Answer phone, greet customers, disseminate info, help in advertising, take class registrations & record payments. Prepare, maintain and organize supplies, equipment & care of facilities. Courtesy, willingness to go the extra mile & the ability to follow through with tasks are vital. Knowledge of office procedures and artistic ability or appreciation is desirable. Looking for highly dependable individuals with a willingness to learn.
- Ceramics Studio - Learn general glaze maintenance, unload/load kilns, wedge clay and daily operations.

ASSOCIATED STUDENT ACTIVITIES
(Financial Office for Student Organizations)
Contact Person: Roxann Kormanic, rmk21@psu.edu
Hours: Monday through Friday 8:00 a.m. – 5:00 p.m.

- Customer service including greeting customers, processing purchase orders and financial requests, verifying documentation, counting and handling of monies, and providing other general information.
- General offices duties include answering phone, making copies, filing, and other duties as assigned.

FACILITIES AND OPERATIONS
Contact Person: Erin Clouser, elc8@psu.edu
Hours: Varied

- Cleaning windows.
- Bussing recycling and trash containers.
- Helping Technical Service staff with room set ups.
- Checking trash in restrooms.

LATENIGHT-PENNSTATE
Contact Person: John Harlow, jrh201@psu.edu
Hours: Friday and/or Saturday 7:00 p.m. – 3:00 a.m.

- Assist in the operation of Late Night Penn State concerts & programs.
- Responsible for the set up and take down of rooms, to include lighting & sound systems.

THE BREAK ZONE
(HUB Billiard Room)
Contact Person: Erin Clouser, elc8@psu.edu
Hours: Mon–Thurs 11:00 a.m. – 11:00 p.m.
Friday 11:00 a.m. – 2:00 a.m.
Saturday 2:00 pm – 2:00 am
Sunday 2:00 p.m. – 11:00 p.m.
**Summer Hours reduced.**

- Learn opening and closing procedures.
- Collect & record fees for equipment use, tournament entry, etc.
- Handle money and maintain accurate record of all financial transactions, summarize fully on shift report form; perform routine equipment repairs.
- Preferred qualifications include background in recreation and/or register operation. Excellent public relations & communications skills. Must be dependable.

HUB INFORMATION DESK
Contact Person: Nicole Maddox, num12@psu.edu
Alex Gentry, abg14@psu.edu
Hours: Monday–Friday 8:00 am – 10:00 pm
Saturday (home game weekend) 9:00 am – 10:00 pm
**Summer Hours reduced**

- Learn opening and closing procedures.
- Courteous & patient customer service required for desk & phone customers.
- Must wear provided shirt and nametag and be neat in appearance.
- Reconcile change and register drawers; sales of CATA tokens.

OFFICE ASSISTANT
Contact Person: Erin Clouser, elc8@psu.edu
Hours: Monday through Friday 8:00 a.m. – 5:00 p.m.

- Answer phones & greet customers, take messages or refer as appropriate. Some areas may have high volume of traffic at peak times.
- Deliver or obtain material from other campus offices; copy & collate materials.
- Prepare mailings & sort office mail.
- Knowledge of Microsoft programs.

SCHWAB AUDITORIUM STUDENT EVENT STAFF POSITIONS
Contact Person: Michael Blake, mb29@psu.edu
Hours: Varied

Responsible for meeting the immediate production needs of artists and presenters who use production management services.
- Operation of equipment during performances to include directing lighting, sound, stage, and usher crews during assigned events.
- Other duties may include hanging/focusing lighting instruments, setting up audio systems, assembling scenic elements, or wardrobe preparation during load in and load out of performances, attendance at pre-production meetings for assigned events.
- Some physical labor and occasional lifting may be necessary.
- Responsible for greeting and assisting audience members at all events and enforcing Schwab Auditorium event policies; appear courteous and friendly while providing a welcoming atmosphere for patrons.

Previous stage crew experience is helpful but not required. Event Staff positions are considered part-time. Scheduling for work is dependent on student availability and event needs. A flexible schedule with the ability to work several consecutive hours during daytime, evening and weekend periods is required.