

- I. Title:** Chalk Artist
- II. Description/Scope:** The Chalk Artist is responsible for completing all chalking needs for the University Union: this includes specials and events for the University Union, Phoenix Club, and Dining Services. The Chalk Artist will work primary with chalk but will occasionally be asked to use other art mediums.
- III. Supervisor:** Internal Support Manager and Assistant Director of Internal Support
- IV. Pay Rate: \$9.75/hour**  
*\*Compensation according to the University Union Wage Rate Guidelines (updated summer 2017)*
- V. Time Commitment:** This position is required 15-20 hours per week during the school year, working winter and summer breaks are preferred due to a large number of events at the beginning of each semester.
- VI. Responsibilities:**
- a. Design and implement all chalk needs for the University Union including, but not limited to: Club specials, events, tournaments, and CheapSeats movies, University Union events, Coffeehouse specials, Dining Services specials and occasionally and outside department event.
  - b. Track and manage chalk schedule: turnover is quick and time management is crucial.
  - c. Maintain chalk supplies inventory, notifying the Internal Support Manager when supplies are needed.
  - d. Keep chalk walls, baseboards and floors clean in between chalking.
  - e. Clean and paint chalk walls during summer breaks to ensure a professional appearance.
  - f. Create A-Frame blackboards for various events throughout the semester using dry erase markers.
  - g. Work autonomously with little to no supervision keeping communication with supervisor on project status.
  - h. Attend Marketing and Promotions weekly staff meetings.
  - i. Recognize sponsors and copyright needed for certain events.
  - j. Complete other duties as assigned by the Assistant Director of Internal Support and Promotions Team Coordinator.
- VII. Qualifications:**  
The Chalk Artist should have experience working with different art mediums. . Knowledge of campus events, programs and University Union services is necessary. Written and oral communication skills are necessary. The Chalk Artist must be able to work autonomously with little to no supervision. The Chalk Artist must be creative, organized, and timely.

All qualified candidates for this position will be asked for a portfolio with previous projects using a variety of different art mediums. All qualified candidates will be asked to attend an interview and complete a 1 hour chalk project following the interview. Chalk supplies will be provided for this.

\*\*All University Union employees must be enrolled in at least 6 undergraduate or 5 graduate credits per semester while maintaining a minimum cumulative GPA of 2.5 and have a minimum of 4 semester of schooling left at time of hire.

Updated: 12/2018

Your University Union

