

Saturday Art Lab (SAL) Graduate Assistant Responsibilities

- **Beginning of the semester**
 - Distribute SAL brochures and registration forms to local schools including the following districts:
 - New Paltz
 - Rondout
 - Highland
 - Kingston
 - ***Also include High Meadow in Stone Ridge, Mountain Laurel in New Paltz, new Paltz Youth Center, on campus, in faculty mailboxes, as well as around the town of New Paltz (The Bakery, libraries, book stores, etc.), Rosendale Youth Center, town of Rosendale, High Falls, Stone Ridge, and Gardiner***
 - ***Please Note: ONLY New Paltz school district requires approval before distribution of brochures. To do this, bring a copy of the SAL brochures to the superintendent's office at Lenape. They will e-mail back with the confirmation (1-2 days later).***
 - ***Materials are currently distributed through Ulster county. May be extended to Dutchess County next year.***
 - Clean and organize classroom and closet.
 - Take inventory of supplies that need to be replaced and supplies that will be used frequently.
 - Design/decorate the bulletin boards.

- **Throughout the semester:**
 - Meet with supervisor weekly to discuss duties and preparations for upcoming classes
 - Maintain cleanliness and organization of supplies in closet, cabinets, and classrooms.
 - Keep an eye on usage of supplies – what needs to be refilled and/or purchased for current semester
 - Organize attendance sheets, waivers, and registration forms into a binder labeled for that semester.

- During the SAL semester taught by students, have 3-4 available office hours per week. These hours are meant to help assist students plan their lessons, as well as for them to have access to the supply closet and cabinets.
 - On Saturday mornings during SAL, arrive 1.5 – 2 hours early to unlock classrooms, cabinets, and closet. Make sure classes are in good condition (cleanliness, organization) for the day's classes. Post class signs on doors. Distribute attendance sheets and clipboards. Distribute snack and water glasses to each room. Help teachers set up and prepare for their lessons. Get the camera from Karen's office, and make sure it is charged and ready for the day.
 - Help teachers during their lessons by assisting with supplies, distributing snacks, organizing, transitioning, and being available to bring children to the bathroom if necessary.
 - At the end of the day, collect clipboards, snack supplies, signs, etc. Load the photographs onto the computer in 206. Upload good quality, faceless photos to the SAL Facebook page.
 - Help clean up and leave the classroom cleaner than you found it
 - Put the furniture back to its original position.
 - Print photos for the photography class, trim, and mount them on black paper in preparation for the show.
- **Show Preparation**
 - Print labels
 - Print all remaining photographs
 - Print artist statements (if applicable)
 - Make sure there are the correct (and enough) supplies to hang work
 - Make a map of how work will be displayed and where (in the past, the show has taken place in FAB). Installation in FAB takes about a week. Make sure you have ample time curate, install, and troubleshoot.
 - Design an invitation to the SAL show. Include date, time, place, map, and SAL logo.
 - Make ~100 copies to distribute.
 - Reserve and pick up a projector screen from the school to use for the Stop Motion Animation class display. This will need to be picked up during the school week and

returned after the weekend. The supervisor may need to call and reserve it.

- **SAL Student Exhibition**

- Arrive early to begin set up of the laptop, projection screen, speakers, mac, and projector cart (this is never as easy as it should be so allow extra time).
- Prepare snacks and snack table
- Classes run as usual on this day – perform regular SAL class preparations
- The camera **MUST** be fully charged on this day
- Photograph the exhibition before the show
- Photograph the exhibition during the show
- Help parents and students take their work down after the show. They will need to take it home with them after the exhibition.
- Work not taken home will need to be collected and brought back to Room 206 or the office so that parents have the opportunity to pick it up at a later date.
- Clean up exhibition. All tape and hanging supplies must be removed. Restore the FAB or Smiley hallways to original condition. Sweet. Wash snack bowls and trays. Load photographs onto the computer in a labeled file. Upload show photos to Facebook.
- Organize and clean the classroom
- Organize supplies. Return the supplies to either the supply closet (purple lid bins) or the cabinets (white lid bins).
- Continue meeting weekly with your supervisor to assist in post-SAL duties or requests.
- Prepare the classroom for the next semester. Clean and organize the bookshelves, cabinets, countertops, floors, etc. rigorously.
- Go through collage and paper bins. Discard useless scraps and downsize the bins.

- **General**

- Research as assigned by director
- Other projects as assigned by director