Do multiple individuals hold this position at one time?  Yes  No

Number of positions available: 3

Work Schedule

A student in this position can expect to work 1-3 hours per day, 2-9 hours per week.

The student will work  Monday thru Friday  Saturday  Sunday  any day of the week.

Hours are available during the following times of the day: 8:30 am - 4:00 pm.

Department/Position Overview

The Museum Assistant is responsible for assisting the Collections Manager with a variety of tasks. They may be asked to perform any or all of these tasks, depending upon individual skills and qualifications:

Collections-related tasks such as: photography, mount making, accession paperwork, database entry in PastPerfect, object inventories, condition reports, and preparing museum objects for class visits and/or exhibitions.

Advertising-related tasks such as: creating advertising materials for exhibitions and/or catalogs using software programs like Microsoft Publisher, Adobe Indesign, Adobe Illustrator, and Adobe Photoshop. Web advertising and research may also be required.

Events and Programming: May be asked to assist with creating and implementing interpretive programming for exhibitions, school groups, etc.

Exhibition related tasks: assisting with the installation of exhibits and preparator work.

Description of Duties and Tasks

Interact with and convey a positive attitude to visitors and the campus community in person or by phone

Conform to an established work schedule; reliably work set hours as assigned

Perform clerical duties in support of the department, i.e. data entry, filing, copying, mailings, etc.

Maintain the confidentiality of departmental/employee/student information

Run errands on and/or off campus, including campus mail pick-up and delivery

Perform light cleaning, departmental organization, and upkeep as required
Work efficiently and accurately without immediate supervision

Assist with collections, advertising, events/programming, and exhibitions as required.

**Required Training and Skills**

- Ability to communicate in a concise and effective manner, both verbally and in writing
- Detail oriented with strong organizational skills
- Familiarity with specific computer software, listed here: Museum specific programs (PastPerfect, Boxcar Pro, and CMS software like CONTENTdm). May also be asked to use Adobe CS products.
- Familiarity with specific equipment, listed here: Digital camera, computer scanner, and basic hand tools.
- Completion of coursework or training, prior experience, and/or specific certifications, listed here: Some museum studies preferred. Training in other related disciplines also desired, such as studio art, art history, archives, history, etc. Depending upon projects, specific language skills may also be desired.