Beloit College
Student Employment Job Description

Position Title: Wright Museum Curatorial Assistant
Hourly Rate: $7.75

Department: Wright Museum of Art
Supervisor: James Pearson

Work Location: Wright Museum of Art
Account Number: 01-47360-00000-00000-xxxxx

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

Number of positions available: 1 - 2

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 M-F, 11:00 am - 4:00 pm Sat/Sun.

Department/Position Overview
The Curatorial Assistant is responsible for assisting the Collections Manager and the Director with a variety of tasks. This is a highly selective position and typically employs one (sometimes two) student(s) per semester. Position requires a great degree of independence and good organizational skills. Curatorial Assistants may be asked to:

Assist with installing and de-installing exhibitions.
Assist with/oversee large portions of exhibition content development.
Possess highly developed skills in other museum areas such as mount-making, computer software
Revise contracts and letters for incoming exhibitions.
Delegate tasks to museum attendants.

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

☒ see department/description overview
**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: Drymount press, museum lighting, mat cutter, framing tools, power tools, hand tools, painting equipment.
- 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.