



The OSU Museum of Art is seeking positive, professional, intellectually curious, art enthusiasts from all majors to fill Museum Associate student staff positions.

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| Position Title | Museum Associate |
| Position Type | Undergraduate or Graduate level student staff, part-time |
| Location Address | 720 South Husband Street, Stillwater, OK 74074 |
| Hiring Supervisor | Casey Pankey, Education and Programming Coordinator |
| Hiring Wage | \$8.00/hour |
| Work Schedule | Museum hours: Tuesday – Saturday, 11:00 AM – 4:00 PM, Thursdays 11:00 AM – 7:00 PM Occasional extended hours: Monday – Saturday, 9:00 AM – 8:00 PM 4 – 20 hours/week depending on availability |
| Job Summary | <p>Museum Associates serve in many capacities within the museum, including visitors' services, gallery guard, tour guide, and day-to-day operations.</p> <ul style="list-style-type: none"> • Greet visitors • Answer general questions regarding exhibitions and programs • Demonstrate art-making activities, use of technology, etc. for visitors • Protect artwork on view • Converse with visitors in the gallery • Educate visitors on museum etiquette. Remind/reinforce as needed • Maintain a clean environment • Attend to front desk operations • Set up for events • Other duties as assigned |
| Qualifications | <p>Minimum Qualifications</p> <ul style="list-style-type: none"> • Enrolled or planning to enroll in 3+ credit hours at OSU for the upcoming semester • Professional attitude • Art enthusiast • Comfortable working in an environment with a varied pace • Comfortable initiating and continuing conversations with visitors • Comfortable speaking to an audience or crowd |
| Applicant Instructions | <p>Required: Submit application, resume, and letter of recommendation to HireOSUgrads.com. Instructions available at https://museum.okstate.edu/students. Preferred: Availability for upcoming semester</p> |
| Priority Deadline | Sunday, April 19 th at midnight |

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