



MUSEUM OF ART

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

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 Ihde, Visitor Services and Education Specialist
Hiring Wage	\$8.50/hour
Work Schedule	Gallery 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• Protect artwork on view• Educate visitors on museum etiquette. Remind/reinforce as needed• Answer general questions regarding exhibitions and programs• Converse with visitors in the gallery• Maintain a clean environment• Attend to front desk operations• Set up for events• Demonstrate art-making activities, use of technology, etc. for visitors• Other duties as assigned
Qualifications	<ul style="list-style-type: none">• Enrolled or planning to enroll in 3+ credit hours at OSU for the upcoming semester• Professional attitude• Must have a minimum of 4 hours availability during Gallery Hours and able to work some Saturdays• Comfortable working in an environment with a varied pace• Comfortable initiating and continuing conversations with visitors• Art enthusiast• Graduate-level Teaching Assistants may not qualify due to university guidelines
Applicant Instructions	Submit application and resume to https://museum.okstate.edu/learn/student-employment.html Provide availability for upcoming semester
Priority Deadline	Open until filled

This position will require the incumbent to have documented proof of full Covid-19 vaccination status or an approved accommodation through the OSU Office of Equal Opportunity upon hire.

Student positions are posted on [HireOSUgrads.com](https://hireosugrads.com) to better inform students of potential job opportunities and to ensure access, fairness, and transparency in the process of employing students at OSU through the use of a centralized job listing program.

Oklahoma State University, as an equal opportunity employer, complies with all applicable federal and state laws regarding non-discrimination and affirmative action. Oklahoma State University is committed to a policy of equal opportunity for all individuals and does not discriminate based on race, religion, age, sex, color, national origin, marital status, sexual orientation, gender identity/expression, disability, or veteran status with regard to employment, educational programs and activities, and/or admissions. For more information, visit <https://eeo.okstate.edu>.

Oklahoma State University Museum of Art
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