The OSU Museum of Art is seeking self-motivated, detail-oriented candidates from all majors with a desire to learn about collections management and exhibition installation.

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Collections and Preparator Student Assistant</th>
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<tbody>
<tr>
<td>Position Type</td>
<td>Undergraduate or graduate level student-staff, part-time</td>
</tr>
<tr>
<td>Location Address</td>
<td>720 South Husband Street, Stillwater, OK 74074</td>
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<tr>
<td>Hiring Supervisors</td>
<td>Cindy Clark, Registrar and Collections Manager; John Michael Cavazos, Preparator</td>
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<td>Hiring Wage</td>
<td>$9.00 per hour</td>
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<tr>
<td>Work Schedule</td>
<td>Business hours: Monday – Friday, 8:00 AM – 5:00 PM, 10 - 15 hours/week depending on availability. Must have 2+ hours of consecutive availability.</td>
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**Job Summary**

This position provides training in a professional visual arts environment, contributing to students’ career development. Candidates should be self-motivated, detail orientated, able to work alone, and willing to learn professional museum standards. Responsibilities include:

- Assist the Collections Manager in documenting the permanent collection
- Write detailed notes relating to the physical condition of artwork
- Work within this collection as it relates to physically moving and conducting inventory
- Scan or take photographs of artwork
- Assist in cataloging collection by using a computer database
- Train in safe handling practices as it pertains to artwork and power tools
- Assist the Preparator in tasks related to the installation of an art exhibition
- Paint and patch gallery walls
- Work with handheld and power tools
- Assist in building exhibition display furniture
- Assist with the safe handling of artwork of all media

**Qualifications**

**Minimum Qualifications**

- Enrolled or planning to enroll in 3+ credit hours at OSU for the upcoming semester
- Follow instructions carefully
- Be able to cope with tight deadlines
- Excellent organizational skills and an eye for details
- Excellent verbal and written communication skills
- Ability to work independently and as a team player in a fast-paced environment; handle multiple tasks at once; adhere to deadlines
- Strong computer skills
- Knowledge of basic digital photography
- Use tall ladders
- Use a measuring tape
- Stand for long periods of time
- Stabilize heavy items suspended above head
- Be comfortable learning how to use power tools
- Able to lift a minimum of 50 lbs.
- Must have own transportation

**Applicant Instructions**

Required: Submit application and resume to museum.okstate.edu/learn/students.html
Preferred: Availability for upcoming semester (Fall 2021)

**Priority Deadline**

April 25, 2021

Student positions are posted on 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.