



## MUSEUM OF ART

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.

Position Title	<b>Collections and Preparator Student Assistant</b>	
Position Type	Undergraduate or graduate level student-staff, part-time	
Location Address	720 South Husband Street, Stillwater, OK 74074	
Hiring Supervisors	Cindy Clark, Registrar and Collections Manager John Michael Cavazos, Preparator	
Hiring Wage	\$9.00 per hour	
Work Schedule	Business hours: Monday – Friday, 8:00 AM – 5:00 PM. 10 - 15 hours/week depending on availability. Must have 2+ hours of consecutive availability.	
Job Summary	<p>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:</p> <ul style="list-style-type: none"><li>• Assist the Collections Manager in documenting the permanent collection</li><li>• Write detailed notes relating to the physical condition of artwork</li><li>• Work within this collection as it relates to physically moving and conducting inventory</li><li>• Scan or take photographs of artwork</li><li>• Assist in cataloging collection by using a computer database</li><li>• Train in safe handling practices as it pertains to artwork and power tools</li><li>• Assist the Preparator in tasks related to the installation of an art exhibition</li><li>• Paint and patch gallery walls</li><li>• Work with handheld and power tools</li><li>• Assist in building exhibition display furniture</li><li>• Assist with the safe handling of artwork of all media</li></ul>	
Qualifications	<p>Minimum Qualifications</p> <ul style="list-style-type: none"><li>• Enrolled or planning to enroll in 3+ credit hours at OSU for the upcoming semester</li><li>• Follow instructions carefully</li><li>• Be able to cope with tight deadlines</li><li>• Excellent organizational skills and an eye for details</li><li>• Excellent verbal and written communication skills</li><li>• Ability to work independently and as a team player in a fast-paced environment; handle multiple tasks at once; adhere to deadlines</li><li>• Strong computer skills</li><li>• Knowledge of basic digital photography</li><li>• Use tall ladders</li><li>• Use a measuring tape</li><li>• Stand for long periods of time</li><li>• Stabilize heavy items suspended above head</li><li>• Be comfortable learning how to use power tools</li><li>• Able to lift a minimum of 50 lbs.</li><li>• Must have own transportation</li></ul>	
Applicant Instructions	Required: Submit application and resume to <a href="https://museum.okstate.edu/learn/students.html">museum.okstate.edu/learn/students.html</a> Preferred: Availability for upcoming semester (Fall 2021)	
Priority Deadline	April 25, 2021	

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.



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