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

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Museum Associate</th>
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<tbody>
<tr>
<td>Position Type</td>
<td>Undergraduate or Graduate level student staff, part-time</td>
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<tr>
<td>Location Address</td>
<td>720 South Husband Street, Stillwater, OK 74074</td>
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<td>Hiring Supervisor</td>
<td>Casey Ihde, Visitor Services and Education Specialist</td>
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<td>Hiring Wage</td>
<td>$8.50/hour</td>
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| Work Schedule       | Gallery hours: Tuesday – Saturday, 11:00 AM – 4:00 PM, Thursdays until 7:00 PM  
Occasional extended hours: Monday – Saturday, 9:00 AM – 8:00 PM  
4 – 20 hours/week depending on availability |
| Job Summary         | Museum Associates serve in many capacities within the museum, including visitors’ services, gallery guard, tour guide, and day-to-day operations.  
- 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      | • 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 | 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.

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