The OSU Museum of Art seeking Education Interns for the Fall 2020 Semester.

<table>
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<tr>
<th>Position Title</th>
<th>Museum Education Interns (2): Academic Initiatives &amp; PK-12 Programing</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 Supervisors</td>
<td>Christina Elliott, Associate Curator of Education: Academic Initiatives</td>
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<td>Cat de Araujo, Associate Curator of Education: PK-12 Programing</td>
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<td>Hiring Wage</td>
<td>$8.50/hour</td>
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<td>Work Schedule</td>
<td>Museum hours: Tuesday – Saturday, 11:00 AM – 4:00 PM, Thursdays 11:00 AM – 7:00 PM</td>
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<td>Occasional extended hours: Monday – Saturday, 9:00 AM – 8:00 PM</td>
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<td>10 – 20 hours/week depending on availability</td>
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<td>Job Summary</td>
<td>The Museum Education Interns’ main focus will be to assist with PK-12, university, and community-based tours of the museum’s exhibitions and to develop public programing.</td>
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**Primary Responsibilities:**
- Greet and educate visitors on museum etiquette.
- Facilitate and/or lead guided tours.
- Help develop university events and programing.
- Facilitate connections and conversations with university faculty, staff, organizations, and clubs.
- Staff events, including set up and break down.
- Demonstrate art-making and program activities.
- Assist with Visiting Artist and Lecturer schedules.

**Additional Responsibilities Include:**
- Maintaining a clean work & museum environment.
- Protecting artwork on view.
- Assisting with day-to-day MA operations when needed, such as opening/closing procedures, facilitating visitors’ services, acting as a gallery guard, and attending to front desk operations.

**Qualifications**
- Minimum Qualifications:
  - An OSU student that is enrolled in at least 3 credit hours.
  - Professional demeanor with an ability to be flexible and multi-task in a dynamic environment.
  - Ability to work as a team member, independently, and in an environment with a varied pace.
  - Comfortable initiating and continuing conversations with visitors.
  - Comfortable speaking to an audience or crowd and leading tours (public speaking).
  - Saturdays (11 AM – 4 PM) and Thursday & Friday evening (5 – 7 PM) availability.

**Applicant Instructions**
- Required: Submit application, resume, and professional references to HireOSUgrads.com.
- Instructions available at [https://museum.okstate.edu/students](https://museum.okstate.edu/students).
- Preferred: Availability for current and upcoming semester

**Priority Deadline**
- Sunday, April 19th, 12:00 PM/Midnight

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Oklahoma State University Museum of Art
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