



Candidates must be outgoing, motivated, intellectually curious, open-minded and passionate about art and museums. They enjoy working in a collaborative environment with people of all ages and diverse backgrounds, and are comfortable working in an environment with an unpredictable pace.

Oklahoma State University is an EEO E-Verify employer and all qualified applicants will receive consideration for employment without regard to age, race, color, religion, genetic information, sex, sexual orientation, gender identity, national origin, disability, or veteran status.

Museum Associate positions are limited, applicants may apply at [museum.okstate.edu/students](http://museum.okstate.edu/students). Applications are continually collected and reviewed as needed. Museum Associates generally work 2-10 hours/week and are paid \$8.00/hour. Museum Associate Supervisors generally work 10-15 hours/week and are paid \$8.50/hour. The MA will work at the OSU Museum of Art located in downtown Stillwater at 720 S. Husband Street; therefore, all applicants must have access to transportation. The Education and Programming Coordinator supervises all Museum Associates.

#### MUSEUM ASSOCIATE JOB DESCRIPTION

Museum Associates will assist with many different aspects of the museum. Cross training will be in the following areas: visitor services and gallery guard. See below information about all these roles.

Visitor services roles will include responsibilities such as greeting visitors, monitoring the front desk, answering the phone, answering general questions about the exhibitions on view, and directing visitors to information about upcoming programming. Museum Associates are responsible for representing the organization, and OSU as a whole, in a professional and friendly manner.

Gallery guards will monitor the exhibition spaces to ensure visitors adhere to museum standards. Responsibilities will include shadowing visitors throughout the museum to ensure that no objects are damaged or broken, and occasionally and politely reminding visitors to follow museum etiquette such as no food or drinks in the gallery, no flash photography, no touching the objects, etc. Gallery guards will be expected to answer questions and converse with museum visitors.

Museum Associates will be asked to perform occasional duties as assigned such as: setting up for events, preparing materials and samples for programs, assisting visitors with art-making activities, preparing materials for exhibition installations, maintaining a clean environment within the museum, aiding senior staff with special projects, administration duties, etc.

#### MUSEUM ASSOCIATE SUPERVISOR JOB DESCRIPTION

Museum Associate Supervisors are responsible for overseeing day-to-day operations of the museum with regards to visitation and the Museum Associates. Supervisors will be responsible for making sure that student staff are reporting for assigned shifts on time, delegating tasks, and assigning stations to ensure the museum is adequately monitored throughout the day. Supervisors will be responsible for opening and closing the museum throughout the week. Supervisors are asked to demonstrate leadership qualities by encouraging the MA team to actively engage in the artwork, training sessions, and with the visitors. Supervisors will contribute to training sessions periodically.