



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

Position Title	Museum Education Interns (2): Academic Initiatives & PK-12 Programing
Position Type	Undergraduate or Graduate level student staff, part-time
Location Address	720 South Husband Street, Stillwater, OK 74074
Hiring Supervisors	Christina Elliott, Associate Curator of Education: Academic Initiatives Cat de Araujo, Associate Curator of Education: PK-12 Programing
Hiring Wage	\$8.50/hour
Work Schedule	Museum hours: Tuesday – Saturday, 11:00 AM – 4:00 PM, Thursdays 11:00 AM – 7:00 PM Occasional extended hours: Monday – Saturday, 9:00 AM – 8:00 PM 10 – 20 hours/week depending on availability
Job Summary	<p>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.</p> <p>Primary Responsibilities:</p> <ul style="list-style-type: none"> <li>• Greet and educate visitors on museum etiquette.</li> <li>• Facilitate and/or lead guided tours.</li> <li>• Help develop university events and programing.</li> <li>• Facilitate connections and conversations with university faculty, staff, organizations, and clubs.</li> <li>• Staff events, including set up and break down.</li> <li>• Demonstrate art-making and program activities.</li> <li>• Assist with Visiting Artist and Lecturer schedules.</li> </ul> <p>Additional Responsibilities Include:</p> <ul style="list-style-type: none"> <li>• Maintaining a clean work &amp; museum environment.</li> <li>• Protecting artwork on view.</li> <li>• 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.</li> </ul>
Qualifications	<p>Minimum Qualifications</p> <ul style="list-style-type: none"> <li>• An OSU student that is enrolled in at least 3 credit hours.</li> <li>• Professional demeanor with an ability to be flexible and multi-task in a dynamic environment.</li> <li>• Ability to work as a team member, independently, and in an environment with a varied pace.</li> <li>• Comfortable initiating and continuing conversations with visitors.</li> <li>• Comfortable speaking to an audience or crowd and leading tours (public speaking).</li> <li>• Saturdays (11 AM – 4 PM) and Thursday &amp; Friday evening (5 – 7 PM) availability.</li> </ul>
Applicant Instructions	<p>Required: Submit application, resume, and professional references to HireOSUgrads.com. Instructions available at <a href="https://museum.okstate.edu/students">https://museum.okstate.edu/students</a>. Preferred: Availability for current and upcoming semester</p>
Priority Deadline	Sunday, April 19 <sup>th</sup> , 12:00 PM/Midnight

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