



Graduate Laurel Award
Exhibition Assistant
Museum of Natural and Cultural History
Fall 2016-Spring 2017

Appointment:

0.30 FTE; 13-14 hours per week

This position provides tuition remission for each term the student is enrolled.

Job Summary:

The Exhibitions Assistant gains skills and participates in the research, design, production and installation of exhibits. A background and experience in digital media (Adobe Creative Suite, Final Cut X or other video editing software) and/or fabrication is preferred.

Eligibility

Applicants must be full-time graduate students and register for no less than two (2) credits of internship each term for the award. The award requires thirteen to fourteen (13-14) hours of service per week.

Duties and Responsibilities

Design, Fabrication and Installation

- Assist in exhibit production and installation, including graphic design and layout
- Assist in the design and fabrication of mounts for sensitive artifacts
- Assist the exhibitions team in developing educational interactives related to exhibits
- Assist the exhibitions team with installation and strike of exhibitions

Technology Support

- Assist the exhibitions team with technology and multi-media displays used in museum exhibits
- Assist the exhibitions team with audio recording, digital photography and video related fieldwork

Administration

- Write weekly updates outlining focus and priorities for the following week (due Fridays by email)
- Attend weekly Exhibits and Public Program staff meetings
- Complete hour/activity log weekly
- Attend mid-term and final evaluation
- Complete end-of-term report each term

To Apply:

Submit a resume and letter (can be hardcopy or through email) outlining your interest and skills to:

Lyle Murphy, Exhibitions Developer

UO Museum of Natural and Cultural History

1224 University of Oregon, 1680 East 15th Avenue

Eugene, OR 97403-1224

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541-346-8020

The Deadline to apply is Tuesday, May 3rd, 2016