



Graduate Laurel Award
Exhibitions Assistant
Museum of Natural and Cultural History
Fall 2018-Spring 2019

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 the development of exhibit content, including independent research
- Assist in exhibit production and fabrication, including graphic design and layout
- Assist the exhibitions team with installation and strike of exhibitions
- Assist the exhibitions team in developing educational interactives related to exhibits

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

- Weekly updates outlining project focuses and priorities
- 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:

Liz White, Exhibitions Designer

UO Museum of Natural and Cultural History

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The deadline to apply is April 30, 2018