Museum of Natural and Cultural History

Graduate Laurel Award: Digital Media Coordinator
Fall 2012-Spring 2013

Appointment:
0.30 FTE; 14 hours per week
This position provides tuition remission for each term the student is enrolled.

Job Summary:
The Digital Media Coordinator gains skills and experience in the design and development of web-based and multi-media exhibitions. This position coordinates online galleries of the museum’s exhibitions and provides support for technology used in museum exhibitions.

Duties and Responsibilities
Coordinate online galleries:
• Gather and maintain images in a database of current and past exhibitions
• Revise script from curriculum and exhibition sources for online use
• Design layout and post online exhibitions

Exhibitions and Technology Support
• Assist the exhibitions team with technology and multi-media displays used in museum exhibits
• Assist the exhibitions team with installation and strike of exhibitions

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

To Apply
Submit a résumé and cover letter to Ann Craig, Associate Director, Public Programs. Materials may be sent electronically to acraig@uoregon.edu or delivered in person to the Museum of Natural and Cultural History at 1680 East 15th Ave.

Deadline to apply is Friday, May 11.