



Student Position Job Announcement 2023 Handshake Job #8149506

Job Title: Graphic Design and Gallery Assistant
Division: Public Programs
Supervisor: Exhibitions Designer
Hours: 12 per week
Compensation: \$15.16

The University of Oregon's [Museum of Natural and Cultural History](#) (MNCH) enhances knowledge of Earth's environment and cultures, inspiring stewardship of our collective past, present, and future. MNCH is Oregon's primary repository for anthropological and paleontological collections.

Purpose of Position:

This creative person will assist with exhibit installation and maintenance and use museum graphic standards to develop exhibit and marketing materials. Work schedule will vary week to week depending on the exhibit schedule. Position will occasionally require traveling offsite.

Duties:

- Prepping and painting gallery walls
- Moving and painting exhibit furniture (false walls, display cases, and other exhibit cabinetry)
- Assisting in the installation of interpretive panels, exhibit signage, and casework
- Designing museum-branded materials including posters, digital flyers, and exhibit signs
- Delivery of posters and print materials on campus and around Eugene
- Other duties as assigned

We recognize that the qualifications required to excel in this position can come from a range of both professional and lived experiences. Below we describe what we believe to be the most important qualifications for a candidate to have, and we are open to many different backgrounds and experiences that can lead people to develop these skill sets. We strongly encourage applications from anyone who feels passionate about the work and believes they have what it takes to thrive in this role.

Qualifications:

- Experience with painting interior walls and trim
- Strong attention to detail and accuracy
- Knowledge of Adobe Creative Suite programs
- Experience with working within a set of graphic standards
- Ability to walk/stand for up to three hours and lift 35 lbs.
- Work Study preferred (not required)

How to Apply:

Application accepted through the [Handshake](#) website (<https://career.uoregon.edu/handshake>). Submit a cover letter, résumé, and two professional references. Please include your current class schedule and indicate if you have federal work study or not. **Resume review is ongoing. Positions are open until filled. Start date: September 25, 2023**

Questions? Contact Liz White, Exhibitions Designer, ewhite4@uoregon.edu