GRADUATE ASSISTANT POSTING

POSITION TITLE: University Museum – GA - Exhibits
NUMBER OF POSITIONS/PERCENT: 1 Master’s Level Position at 25% time (10 hours per week)
TIME PERIOD OF POSITION: Spring 19 Semester
UNIT: Library Affairs – University Musem
CONTACT PERSON and PHONE: WM Weston Stoeger (217) 493-7962

GENERAL RESPONSIBILITIES:
Summary: Under the general guidance of the Curator of exhibits, the Museum Exhibits Graduate Assistant will be responsible for assisting with the daily functions of the University Museums exhibit space. This includes handling art and artifacts, preparing exhibit spaces, installing and striking exhibits, and working with and maintaining various power tools. The Graduate assistant may also be assigned other exhibition related duties as needed.

- Assist in the installation and striking of the University Museum’s exhibits.
- Repair or Fabricate necessary exhibit furniture.
- Assist in the creation of necessary signage.
- Maintain exhibition spaces. (i.e. cleaning up after installations/strikes, checking hydro thermographs, maintaining an orderly shop and storage spaces.)
- Assist preparing and staffing exhibition receptions.
- Other duties as assigned by the curator.

REQUIRED QUALIFICATIONS:
- Bachelors degree
- Admittance to SIUC Graduate School as well as admittance into a specific master’s degree program
- An interest in museum exhibitions
- Strong problem solving skills
- The ability to work without direct supervision
- Ability to life at least 50 lbs

PREFERRED QUALIFICATIONS:
- Knowledge of basic carpentry skills and practices
- Experience working with various power tools
- Painting experience
- Knowledge of Adobe Suite
- Knowledge of Google SketchUp
- Experience working with or handling art or artifacts
- Reliable form of transportation
- Excellent written and verbal communication skills

TO APPLY:
To obtain an application, please visit our website at www.lib.siu.edu/ga for online application instructions or go to Library Affairs Administrative Offices located in Morris Library Room 290. Submit a completed application form, Official Spring 19 Class Schedule, and a current resume to the Library Affairs Administrative Offices (Morris Library, Room 290) or via Campus Mail to: Library Administrative Office, Library Affairs, Mail Code 6632, SIU Carbondale.

DATE OF POSTING: January 17, 2019
DEADLINE FOR APPLICATION: January 31, 2019 or until filled