



## MUSEUM EXHIBIT, ART & DESIGN SUPPORT Job Description

### POSITION DESCRIPTION:

The Museum Exhibit, Art, and Design Support (MEADS) person assists with exhibit design and installation; develops and manages relationships with local artists; and assists with art programming. The MEADS person will be part of a highly collaborative museum staff and must be willing to assist wherever needed. The position is part-time (approximately 20 hours/week; flexible schedule,) hourly, non-exempt.

### RESPONSIBILITIES:

- Install temporary museum exhibits, including visual art, interpretive signage, historic artifacts, and audio and video components.
- Build and manage relationships with regional artists.
- Oversee artist participation in annual Quick Draw fundraising event.
- Assist with creation and distribution of promotional materials for exhibits and events, including social media, print ads, postcards, posters, e-mails, etc.
- Assist curatorial department with exhibit research and collections management.
- Assist with front desk duties, special events, or other duties as needed.

### QUALIFICATIONS:

#### Required:

- Experience and/or education in visual art and design.
- Must be self-motivated, organized, and goal oriented.
- Comfortable/experienced using hand tools and basic power tools (for exhibit installation).
- Comfortable/adept at interpersonal communication and relationship building.
- Strong attention to detail and pro-active problem-solving skills.
- Proficient in Microsoft Word, Publisher, and PowerPoint.
- Must be able to work flexible hours including evenings, weekends, and holidays.

#### Preferred:

- Experience designing promotional materials.
- Experience working in a museum and familiarity with Past Perfect software.
- Experience in using social media to promote events and engage audiences.
- Experience with artifact handling and photography.

**Compensation:** \$14-16/hour depending on qualifications.

**Benefits** include paid holidays and vacation.

**TO APPLY:** Please e-mail a cover letter and resume to: [mammoth@washakiemuseum.org](mailto:mammoth@washakiemuseum.org).

*The Washakie Museum & Cultural Center is an equal opportunity employer.*