Student Position Job Announcement

**Graphic Design and Gallery Assistant**
MUSEUM OF NATURAL AND CULTURAL HISTORY
1680 East 15th Ave. (Next to Global Scholars Hall)

The University of Oregon Museum of Natural and Cultural History (MNCH) enhances knowledge of Earth’s environment and cultures, inspiring stewardship of our collective past, present, and future.

This crafty, creative, and detailed-oriented person will assist with exhibit installation and maintenance and use museum graphic standards to develop exhibit and marketing materials using Adobe Suite products. This position reports to the exhibition designer.

About 15 hours per week, $12.75-$13.14/hr (depending on experience)

**Job Duties**
- Prepare and paint gallery walls
- Move and paint exhibit furniture (false walls, display cases, and other exhibit cabinetry)
- Assist in the installation of interpretive panels, exhibit signage, and casework
- Design museum-branded materials including posters, digital flyers, and exhibit signs
- Deliver 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**
- Valid Driver’s License
- Experience painting furniture and/or interior walls and trim
- Strong attention to detail and accuracy
- Knowledge of Adobe Creative Suite programs
- Experience working within set graphic standards
- Ability to walk/stand for up to three hours and lift 35 lbs.
- Work Study preferred (not required)

**To Apply:**
Submit a cover letter and résumé to Exhibitions Designer Liz White at ewhite4@uoregon.edu Please include your current class schedule and indicate if you have federal work study or not. Resume review will begin September 3; position is open until filled.