



## 2021–2022 Perlman Teaching Museum Student Worker Positions

Please note that you can only apply for one position only. See accompanying [google form](#) application for further details. If you would like to speak to a member of staff about the various roles or application procedure, please contact Museum Director Sara Cluggish at [scluggish@carleton.edu](mailto:scluggish@carleton.edu). Completed applications, inclusive of a résumé, are due by **Midnight April 11, 2021**.

Apply on our website:

<https://www.carleton.edu/museum/engagement/for-students/work-study/>

### Position Descriptions

#### **Curatorial Assistant** (4-6 hours a week)

Curatorial Assistant role supports the Museum Director and Curator with curatorial research for upcoming exhibitions and projects. Regular tasks may include researching new artists and artworks for upcoming exhibitions, creating exhibition checklists and spreadsheets, drafting interpretive exhibition text and wall labels for inclusion in museum exhibitions, conceptual support with the physical layout of artworks in an exhibition and engaging with the Carleton Art Collection to find new and exciting ways to present it to museum audiences online and in person. Curatorial Assistants provide occasional support with the promotion and marketing of events and exhibitions and may have the opportunity to create their own curatorial projects. Applicants for this role must be strongly motivated by research methodologies, highly organized and have interests

in contemporary and historical art from around the world. Candidates must have an ability to work well with others but also have a proven ability to work independently. This position offers mentorship...

**Collection Assistant** (4 hours a week)

Collection Assistants provide support to the Technical Director of the Museum. This is a great opportunity to learn about the behind-the-scenes work that goes on in museums! This work will revolve around the care and management of the objects in the Carleton College Art Collection, as well as objects on loan for exhibition. Through registration, database work, storage preparations, and general work space maintenance your work as a Collection Assistant will ensure the safety and accessibility of Carleton's permanent collection for years to come. Collection Assistants may also provide help with the physical installation of exhibitions, including gallery reconfiguration, painting, packing/unpacking artwork, performing condition checks, and installing artworks. Everyday as a Collection Assistant could be different or could be the same depending on our needs and your interests and experience. Candidates must have an ability to work well with others but also have a proven ability to work independently. Other preferred qualities include being creative, detail oriented, having a willingness to engage in repetitive work and excitement to learn new skills.

**Museum Attendant** (4-6 hours per week)

We are looking for outgoing and friendly candidates to greet visitors and monitor the gallery spaces of the Perlman Teaching Museum. The Museum Attendant role is part host and part guard. In addition to welcoming guests, duties include answering the phone, answering questions about the artworks on display, about upcoming events, the permanent collection, and the museum generally. Museum Attendants who hold the first shift of the day are trained to turn on gallery lighting and audio visual artworks. Those who have the last shift are responsible for making sure the galleries are securely closed. Museum Attendants monitor the security of the gallery as well as regularly log

temperature and humidity conditions throughout the day. Candidates must have an enthusiasm for sharing information about current and upcoming exhibitions and ensure the safety of the artwork on display. When not otherwise engaged, this position allows students to do a certain amount of their own school work, provided all other responsibilities are actively attended to. Reliability and punctuality are a must.

For those candidates who are interested in more hours and additional responsibility helping develop gallery programs, you are encouraged to apply for the hybrid Museum Attendant and Events Associate Position (details below).

### **Museum Attendant and Events Associate (2-3 hours per week)**

In addition to the front of house Museum Attendant role outlined above, this extended position builds on an employee's direct experience of gallery operations and interactions with museum visitors. Museum Attendants help the Museum Director and Curator conceptualize and implement an exciting program of art events. Event formats may be virtual or in person and may include artists and curator talks, talks by students and faculty, hands on workshops, symposiums and conferences, interdisciplinary music, dance, and theater performances, radio programs, audio tours and more! This is a great opportunity to collaborate with a wide array of creative individuals and exciting thinkers. Candidates will provide occasional support hosting events throughout the year and hospitality for visiting guests. Each event season will be different depending on the artwork currently on view. Events Associates also provide help dreaming up ideas for future programs and exhibition seasons.

Event Associates will meet with the Museum Director and Curator as a small group once a month. A certain amount of work can be done remotely, with regular check ins on email or zoom and during front desk shifts. This is a flexible position meant to supplement the Museum Attendant role. As this is a new position, you will have an opportunity to actively shape your role and responsibilities. An ideal fit for this role would

be outgoing, friendly candidates who have vision for the kinds of events that Carleton students would find interesting and exciting!

### **Media Production and Promotion Specialist (4 hours per week)**

Help us get the word out about the exciting events and programs happening at the museum! Working closely with the Museum Director and Curator, this student is responsible for documenting the activities, events, and artworks on view at the Perlman Teaching Museum, as well as helping our staff to raise awareness of museum activities across campus. The Media Production and Promotion role is ideal for a CAMs or Photography student with the ability to move fluidly between still photography and video production. This individual will have the opportunity to work with and learn from the college's communications team while being embedded within the Teaching Museum. Preferred qualities are an affinity for social media promotion and graphic design and a love of art. This is ideal for a student who might be interested in a career in marketing or promotion for the creative industries in the future.

### **Art Collection Media Specialist (4-6 hours a week)**

Help digitize the museum's art collection! We are looking for someone to work closely with the Technical Director of the Museum and take the reins of our multi-year initiative to have all of the objects in the Carleton Art Collection photographed. Your work will involve photographing and/or scanning in delicate works of art. The resulting images will be edited in Photoshop with a close attention to image quality and color accuracy. Embark database and detailed record keeping will also be required. Training throughout the process will be provided.

Qualified candidates will be detailed oriented with a proven ability to work independently. They will have knowledge and prior experience in using; a 35mm digital camera, a scanner and Photoshop. This is an excellent opportunity to refine your skills as a photographer while building your resume and portfolio for life after Carleton.