



PROGRAM ASSISTANT

\$15/hour

5-6 hours / week

39 weeks per year

Non-work study

2 additional hours every month for evening events.

Paul Creative Arts Center
30 Academic Way
Durham, NH 03824-2617

V: 603.862.3712
F: 603.862.2191
TTY: 7.1.1 (Relay NH)

Museum.of.Art@unh.edu
www.unh.edu/moa

Work under the supervision of Education and Outreach Manager

Job Responsibilities:

Public programs: coordinate logistics, as needed, for the Museum of Art public programs. Conduct research and outreach with potential strategic community partners for Museum of Art programs.

Academic programs: conduct research and outreach with UNH faculty for class visits. Requires student to research current and upcoming exhibitions for an awareness of themes in order to facilitate potential curricular partnerships with diverse faculty and members and departments. Special emphasis will be on connecting with colleges and departments outside of COLA.

Will work the Social Media Assistant to market programs, events, and exhibitions. Must be able to collaborate and work as a team.

Provide technical support for online events.

Required Availability

- Must schedule work in at least two-hour time blocks.
- Must be available for evening programs approximately once a month.
- All work hours shall be in the Museum or Museum offices.

Qualifications:

- Ability to create flyers and graphics for marketing and social helpful but not required.
- Must be able to collaborate and work as a team.
- Responsible, mature, and self-directed college student with good communication skills.

Additional Duties:

- May be called upon to fill in as a Gallery Attendant in the Museum while completing their core responsibilities. Gallery Attendant responsibilities include but are not limited to:
 - Provide security for the ART exhibited in the Museum of Art by paying close attention to visitors and enforcing the established visitor rules.
 - Greet visitors, log attendance, record classes and groups visiting the Museum, conduct visitor surveys, and provide customer services—including **giving brief tours of exhibitions to members of the general public** and answering general questions.
- Assist staff members with projects as requested such as—preparing the Museum for opening receptions, setting up/breaking down chairs for programs, housekeeping issues, and trash bag removal.
- Assist with artwork installation and deinstallation under direction of Museum Staff.
- Perform other duties as requested.

Application Requirements:

Must complete the Museum of Art General Employment Application and submit a two-page writing sample.