

University of St. Thomas Master of Arts in Art History Graduate Assistantships 2017-18

Application guidelines:

- You are permitted to apply for more than one position. Smaller assistantships with fewer hours may be combined. Please draft a separate letter of interest for each position.
- Please submit your letter(s) of interest and your CV as PDF files to Heather Shirey, Director of Graduate Studies (hmshirey@stthomas.edu).
- The deadline for applications is: Monday, May 1st, 2017 at noon.
- Interviews will be scheduled for the week of May 8th.

General information:

- All positions are paid at the rate of \$16.00/hour.
- Most positions are for the academic year (September-May). Summer hours are indicated in the position descriptions.
- Most positions require flexible, but require daytime availability, Monday-Friday.
- Assistantships are subject to change pending availability of funding.
- It is **mandatory**, if hired, that you check your email **daily** and **promptly** respond to all emails from your supervisor.

Available Positions:

(complete descriptions below)

- Art History Program Assistant
- Art Exhibition Assistantship
- Provenance Research Graduate Assistantship
- Visual Resources Graduate Assistantship
- American Museum of Asmat Art at the University of St. Thomas Assistantships

Art History Program Assistant – 1 position

200 hours/ \$3,200.00

Open to only degree-seeking art history graduate students.

This position reports directly to the Director of Graduate Studies and assists with the administration of the program.

Duties:

- Assist Chair, Director of Graduate Studies, and Program Manager in administration of the program
- Assist with Graduate Symposium and Speaker Series
- Assist with Graduate Qualifying Paper processing, including the Graduate Forum (December and May)
- Assist in the preparation of information sessions and other promotional events
- Prepare and distribute bi-weekly department memo
- Assist DGS and Program Manager with recruiting and maintaining contact with prospective students
- Create a public presence for the art history graduate program through social media
- Maintain social media connections for the program
- Provide research and administrative support to faculty and staff, in coordination with DGS

Required qualifications:

- Flexible schedule - but must be available to work daytime hours Monday- Friday
- Strong organizational skills, detail orientated, and interpersonal skills
- Ability to be a self-starter and work both independently and as part of a team
- Strong computer skills and working knowledge of Excel and other basic computer program

Art Exhibition Assistantship – 1 position

200 hours / \$3,200.00

Open to all degree-seeking art history graduate students and museum studies certificate students.

Duties:

- Work with curator to research, plan, design, and mount exhibitions on campus.
- Assist with researching and writing material to accompany the exhibitions. This includes labels, panels, and guides.
- Assist with the physical aspects of setting up and taking down exhibitions. This includes lifting, safely handling, packing and transporting artworks and other exhibition materials between the Art History House and other storage areas to the gallery and display locations around campus.
- Work with the curator to provide quality on-campus presentations of the campus displays.
- Assist with collection care projects as needed. Activities include but are not limited to minor cleaning of pieces, conducting inventory, and managing storage.
- Assist curator and visual resources curator with photographing and entering data into the database for new works and assist in the revision, editing, and standardization of existing database records as necessary.

Required qualifications:

- Strong research, writing, and speaking skills
- Interest in exhibitions and collections with previous exhibition mounting experience preferred
- Interest in presenting art objects in an attractive and informative manner
- Ability to plan projects and work both independently and as part of a team
- Ability and interest in working on a variety of projects
- Flexible schedule with availability during regular working hours Monday-Friday, as well as some evening availability (mostly for exhibition related events)
- Exceptional attention to detail, organizational skills, meticulous record-keeping skills
- Working knowledge of digital photography and editing (Photoshop experience a plus)
- Familiarity with a collections database helpful (will be taught how to use Qi)
- Familiarity with Excel spreadsheets
- Strong interpersonal skills

Provenance Research Graduate Assistantship – 1 position

100 hours, including some hours in the summer starting July 2, 2017 / \$1,600.00

Open to all degree-seeking art history graduate students and museum studies certificate students.

Learn techniques, research skills, and best practices doing provenance research on the St. Thomas Art Collection. This is a great opportunity to do cutting-edge work on provenance through hands-on research of objects in the collection.

Primary Duties:

- Conduct provenance research on the objects in the St. Thomas Art Collection.
- Work with the visual resources curator and the St. Thomas Art Collection curator to construct a provenance research collection policy.
- Input findings from provenance research into the object records in the collection management system.

Additional Duties:

- Continued development of instruction manual describing steps taken and resources consulted doing provenance research.
- Other duties as assigned.

Required Skills:

- Demonstrated good research skills
- Flexible and creative thinking
- Willingness to seek answers that may be difficult to find
- Close attention to detail
- A positive, willing, can-do attitude

Preferred Skills:

- Familiarity with basic provenance research
- Familiarity with archival research
- Ability to clearly and concisely convey information

Visual Resources Graduate Assistantship – 1 position

200 hours, including 50+ hours worked in the summer starting July 2, 2017 / \$3,200.00

Open to all degree-seeking art history graduate students and museum studies certificate students.

The focus of this assistantship is to create the Voorsanger Architects Digital Archive (VADA).

Duties:

- Scan, correct, and cleanup slides and small color transparencies.
- Create PDFs scans of paper documents
- Create records in image database and attach scanned images to records
- In conjunction with the visual resources curator and the VADA curator sort through and prioritize the donated materials, creating plan for storage, access, and growth.
- Implement a numbering/tracking system to coordinate analog or paper object with digital object.

Required Qualifications:

- Strong attention to detail and good organizational skills
- Strong research skills
- Flexible schedule - but must be available to work daytime hours Monday- Friday
- Ability to be a self-starter and work both independently and as part of a team
- Flexible and creative thinking

Preferred Skills:

- Familiarity with archival practices
- Familiarity with scanners, Photoshop, Mac computers, and 35mm slides
- Familiarity with standard cataloging and classification tools
- Familiarity with databases and their structure

**American Museum of Asmat Art at the University of St. Thomas
(AMAA@St. Thomas) Assistantships – 2 positions**

Two assistantships at 300 hours each / \$4,800.00

*Open to all degree-seeking art history graduate students and
museum studies certificate students.*

Duties:

- Assist with the physical aspects of setting up and taking down exhibitions. This includes lifting, safely handling, packing and transporting artworks and other exhibition materials (such as stands, mounts etc.) between The Gallery and storage houses and, as necessary, to other locations as required for the exhibition.
- Work with the director and student curators to plan and then execute exhibition layouts and case designs. The latter includes setting up possible object displays in the workroom.
- Work with the director on creating mount designs and mounts
- Assist with researching and writing material to accompany the exhibitions. This includes labels, panels, and guides.
- Work with the director to provide quality on-campus presentations of the campus displays for visitors to campus.
- Assist with collection care projects as needed. Activities include but are not limited to setting up data-loggers, cleaning pieces, conducting inventory, and making storage containers for works.
- Serve as a gallery attendant on rare occasions when shifts open and attendant staff cannot fill them. This will be minimal.
- Assist the director in monitoring environmental conditions for objects in storage and on display, including maintaining and filling humidifiers as necessary during the winter months.
- Help prepare objects for upcoming exhibitions. This includes conducting light preservation work, i.e., removing dust, spider webbing and insect debris.
- Work with the director on creating storage boxes and storage mounts.
- Assist with packing and transferring objects.
- Work with the director and visual resources curator to update and augment the information on the objects in the collection in Qi (departmental collections database)
- Work with the visual resources curator to increase the number of objects available on our on-line database.
- Assist with photographing and entering data into the database for new works and assist in the revision, editing, and standardization of existing database records as necessary.

Manage Pacific Arts journal:

- Coordinate mass mailings of Pacific Arts Journal twice yearly. This includes receiving printed journals, requesting mailing list from Pacific Arts Association (PAA), formatting labels (if needed), stuffing and labeling envelopes with new issue of journal, sorting journals by country and counting them before mailing, cross-checking to make sure no members were missed on labels, communicating with Mail Services for pick-up of mass mailing, requesting postage statement from Mail Services, tracking all mailing costs, and communicating with PAA editors about author mailing.
- Track and mail out back issue requests for Pacific Arts Journal. Communicate with members, individuals, and journal aggregator services (such as EBSCO or SWETS) and facilitate their ordering (by creating invoices), mailing of the journal(s) requested, and depositing any payments made by check. Coordinate international wire transfers with the Business Office. Thoroughly document and track each step of the back order process for each customer in the tracking log.
- Communicate with PAA interim treasurer, editor, and membership coordinator

- Prepare and send out the quarterly reconciliation statements to PAA. Pull details and numbers from the tracking log, summarize the tracking log information on reconciliation form. Calculate balance owed/amount earned by PAA, mail reconciliation statement.
- Communicate regularly with interim treasurer, PAA leaders, and others within the organization. Continue efforts to smooth workflow processes and procedures and to refine the position.

Required qualifications:

- Strong research, writing, and speaking skills
- Interest in presenting art objects in an attractive and informative manner
- Ability and interest in working on a variety of projects
- Ability to plan projects and work as part of a team
- Ability and interest in working on a variety of projects
- Availability during regular working hours, Monday-Friday 9am-5pm
- Exceptional attention to detail, organizational skills, meticulous record-keeping skills
- Familiarity with a collections database helpful (will be taught how to use Qi)
- Familiarity with Excel spreadsheets and with Word
- Proficient with email skills and have clear communication (will be communicating with international clientele, many of whom do not speak English as their primary language)
- Good math skills

Desired skills:

- Familiarity with international mailings and mass mailings
- Familiarity with creating mailing labels
- Familiarity with Mac computers