WAM Program Assistant
Reports to: Director of Student Engagement
Rate: $11.00 hour / 10 hours a week, Monday – Friday

The Weisman Art Museum is seeking an innovative and energetic Program Assistant to be part of the dynamic Education and Engagement Department, beginning August 2018. The position will be responsible for supporting the museum's varied student and community engagement initiatives.

The Education and Engagement department curates accessible, art-inspired experiences, offering a broad range of opportunities that inspire creativity, incite critical dialogue and foster community. From artist talks and panel discussions to hands-on workshops, our department unites and supports the Museum's diverse audiences. The Program Assistant will assist in conducting research, and coordinating and producing public programs, events and special projects. The Program Assistant will gain hands-on experience in arts administration, nurturing cultural partnerships, managing and corresponding with program attendees.

The Program Assistant will be expected to attend Tuesday WAM Collective meetings from 10:00 a.m. – 12:00 p.m. and must possess excellent computer and interpersonal skills, be proficient in research and writing, and be able to handle multiple projects at once while working independently. The Program Assistant will work an average of 10 hours per week, including some evening and weekend hours to support public programs.

Position Requirements:
- Upper level University of Minnesota undergraduate or graduate student
- Demonstrated interest in the museology, the arts; nonprofit management, art history, programming, production, or related fields.
- Ability to start in August 2018

Skills and Abilities:
- Strong verbal and written communication skills
- Experience and professional interest in working with the public
- Outstanding customer service skills
- Excellent attendance and punctuality
- Ability to exercise discretion and independent judgment
- Ability to work in a fast-paced environment with strong attention to accuracy and detail
- Ability to multi-task and think critically
- Ability to work independently, as well as within a team, with initiative
- Ability and willingness to work weekends and evenings, as required

Physical Demands and Work Environment:
The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands: In the work environment described below, position requires ability to communicate with others. Position requires utilizing a computer for prolonged periods of time and good eye/hand coordination. Vision abilities required by the job include close vision.

Work Environment: The majority of work will be performed in an office environment. The noise level in the work environment is usually low to moderate. Occasional weekend, evening and night work hours also required.

Diversity
The University recognizes and values the importance of diversity and inclusion in enriching the employment experience of its employees and in supporting the academic mission. The University is committed to attracting and retaining employees with varying identities and backgrounds.

The University of Minnesota provides equal access to and opportunity in its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression. To learn more about diversity at the U: http://diversity.umn.edu.

Application
To be considered for this position, please e-mail materials directly to Katie Covey, Director of Student Engagement at covey013@umn.edu. Applications must be complete and include a resume, cover letter and two references. No phone calls please.