

Assistantship at the Cantor Arts Center

2009-2010

posted April 20, 2009

Position: Assistant for Student Programming
Starting date: Fall 2009*
Duration: 9-10 months ([some summer +] three academic quarters);
0-8 hrs/wk
Reports to: Kristen Olson, Academic and Educational Technology Liaison
Compensation: \$12 hr./undergraduate, \$15 hr./graduate

Duties: In collaboration with the Academic and Educational Technology Liaison and the Curator for Education at the Cantor Arts Center and working with other museum and university staff (particularly in public relations and events), the Assistant for Programming assists with developing programming for Stanford students to engage with the Cantor Arts Center. The Assistant for Programming also coordinates ongoing opportunities for Student Guides to engage with the Stanford community, including planning and hosting quarterly student events such as the annual *Party on the Edge*; coordinates participation in campus events such as Alumni, Parents, and Admit weekends; helps to publicize Cantor Arts Center student programming on campus; develops programs to engage the student population with the Cantor Arts Center.

*The position entails a small amount of work and e-mail access over the summer to help plan Party on the Edge [first Thursday in October], compatible with other summer employment and not in itself a summer job.

Qualifications: Current Stanford students are eligible, preference given to students who have completed the Student Guide training course, or intend to enroll Fall Quarter 2009. Good communication skills; comfort in working with individuals and groups of all ages. Familiarity with art museum operations and professional practices a plus; prior volunteer or paid experience in museum education, particularly with programs involving undergraduate guides and audiences is advantageous. Enthusiasm for scouting out and working with campus student groups. Must be responsible, reliable, mobile, responsive to e-mails, have good practical skills and top-notch organizational skills, and manage time and resources effectively. Must be on campus from Fall through Spring quarters.

To apply: Send a letter of intent, which should include work or volunteer history to:

Kristen Olson
Academic and Educational Technology Liaison
Cantor Arts Center
Lomita Drive at Museum Way
Stanford, CA 94305-5060
klolson@stanford.edu
650-723-4435

This position is supported by the Brenner Student Outreach Fund.