

Gallery Assistant – Center for Design and Material Culture

Start Date: January 2024

THE CENTER FOR DESIGN AND MATERIAL CULTURE: The Center for Design and Material Culture (CDMC) is the primary destination for the multi-disciplinary study of material culture and design at the University of Wisconsin-Madison. The Center focuses on the study of textiles, material culture, and design thinking and is a hub for innovative programs that engage local, national, and international audiences. The Helen Louise Allen Textile Collection, the Ruth Davis Design Gallery, the Lynn Mecklenburg Textile Gallery, and the Dorothy O'Brien Innovation Lab support the work of the Center for Design and Material Culture.

Working in collaboration with the CDMC Staff, student gallery assistants work within the Ruth Davis Design Gallery and the Lynn Mecklenburg Textile Gallery to support the production and promotion of exhibitions in those spaces as well as enrich the public's understanding of textiles, fine art, and design. Student workers play an important role in day-to-day operations and gain hands-on, pre-professional experience in the behind-the-scenes operations of a museum. All assistants are trained in museum best practices including proper handling of objects, installation of exhibitions, and program planning and promotion. Job tasks will vary throughout the year.

Preferred candidates may have coursework in art, art history, design studies, textiles, museum studies, or communications. Work study eligibility is preferred, but not required. This position is open to undergraduate and graduate students.

NOTE: We are looking to hire a student available to work **4-10 hours** per week during the open hours of the galleries: Monday-Friday, 10:00am-4:00pm (Thursdays until 7:00pm) and 12:00-4:00pm on Saturdays and Sundays. Rates are \$13.00-\$16.00/ hour, depending on experience. Internships with the Center are a minimum of 10 hours/week and created on a case-by-case basis.

Job duties include but are not limited to:

- Weekly shifts in the galleries ready to greet visitors and be an ambassador for the exhibitions and CDMC
- Exhibition installation and strike guided by CDMC Staff
- Object hanging, mounting, and packing
- Assist with the planning and implementation of in-person and online programs hosted by the CDMC including after hour lectures and receptions
- Social media research, content writing, engagement, campaign development, and management directed by CDMC Staff based on programs, past/current exhibitions, and HLATC holdings
- Basic photo, video, and sound file editing for virtual exhibits, events, and website posts
- Graphic design work for social media campaigns and programming advertisements
- Video captioning generation, transcription, and editing
- Additional duties as assigned

Preferred qualifications:

- Interest in design, craft, textiles, material culture, programming, or museum work
- Experience with various social media platforms (Facebook, Instagram, Twitter) and knowledge of social media audiences
- A demonstrated history of being well-organized, reliable, flexible, creative, and collaborative



- Knowledge of the School of Human Ecology at UW-Madison and/or the Design Studies, TFD, and IA programs
- Interest in promotions and communications work
- Excellent writing skills and strong computer skills
- Ability to learn new information quickly and manage multiple tasks simultaneously
- Ability to complete tasks in a timely manner and communicate progress toward deadlines
- Superior interpersonal skills and motivated by working as part of a team
- Self-motivation and comfort working independently

Position reports to: Emma deVries, Engagement Manager for Exhibitions and Programs

How to Apply: Send cover letter and resume to cdmc@sohe.wisc.edu