

GRADUATE ASSISTANTSHIP for MUSEUM PROGRAMS
McKissick Museum, College of Arts and Sciences, University of South Carolina

DEADLINE FOR APPLICATIONS IS November 22, 2019.

McKissick Museum is seeking applications for one Graduate Assistantship for the 2020 calendar year. The position is for an appointment that begins January 2, 2020-December 23, 2020. The student works as a GSA in support of McKissick Museum's operational mission and educational goals as the University of South Carolina's largest museum. The candidate will support the Folklife and Traditional Arts Program.

Job Title: Graduate Staff Assistant

Place of Work: McKissick Museum, University of South Carolina, Columbia campus

Requirements: 20 hours per week

Stipend: \$20,400 for 12 months

Abatement: Up to \$12,800 for Spring, Fall, and Summer semesters, depending on enrollment.

(*The abatement amount is based on students being enrolled for 9-credit hours per term. Students enrolled for 6-credit hours receive 66% of the abatement, and those enrolled for 3-credit hours receive 33% of the abatement.)

Job Requirements: Graduate Assistant works for and with the Folklife & Traditional Arts Program Coordinator. Graduate Assistant is responsible for assisting in the development and coordination of McKissick Museum's public folklife programs, including our folklife festival at the SC State Fair, as well as various lectures and other public programs throughout the coming academic year. Responsibilities include, but are not limited to, assistance with: preparing and processing artists' and presenters' paper work and local accommodations; communication with artists, presenters, McKissick staff and volunteers, vendors, and other event stakeholders; coordinating logistics for events, including staffing and scheduling events; preparing marketing and outreach materials; preparing and organizing supplies; staffing events; and evaluation of and reporting on events for grant management. Graduate Assistant can expect to work with artists and presenters representing diverse artistic and cultural backgrounds and participate in facilitating innovative and dynamic community-based public programs, both on and off campus.

Qualifications: Applicants must be a graduate student in the anthropology, art history, art education, public history, music, studio or media arts, sociology, cultural geography or library science programs at USC, and be enrolled full-time in the semester(s) for which they are employed. Familiarity with computers is required, including proficiency in Microsoft Office. Further experience with Adobe Creative Suite software (Photoshop, Premiere Pro, Audition) is helpful but not necessary.

In addition, applicants should be independent-minded self-starters who can remain focused with little supervision. Applicants should be detail-oriented have the capacity to handle many long-term and short-term projects at once and be able to handle new responsibilities as needed. Applicants should have strong written and verbal communication skills and be comfortable working with people of diverse cultural and professional backgrounds.

A letter of interest and a resume should be emailed to Jane Przybysz, Executive Director at Jprzybys@mailbox.sc.edu and Sherry Morrison, Business Manager at Morisso@mailbox.sc.edu. Application deadline is November 22, 2019.