ISU Textiles and Clothing Museum

AMD student work position

**Curatorial and Collections Student Assistant**

Description: Assist with collection management in the ISU Textiles and Clothing Museum. Create mini curated exhibitions: both physically mounted and digital outputs. Work on a collaborative team during these processes.

**Responsibilities include, but not limited to:**

* Assist as needed with collection management tasks such as:
  + Assist with pulling/putting away collection objects into storage
  + Wash/dry/fold/put away museum-related laundry
  + Regularly sweep floors and dust all counter tops
  + Regularly take out trash
  + Assist with organizational needs in museum storage spaces, museum office, and gallery spaces
  + Assist with collection management on past perfect museum catalog system
  + Assist with exhibition installation/de-installation as needed
  + Assist with object photography (pulling objects, mounting objects, uploading images to cloud)
  + Clean the gallery space as needed – cleaning glass, sweeping floors, and/or fixing objects on display that may have moved/fallen/shifted while on exhibition
  + Create about one social media post a week related to objects in collection
  + Give collection and storage tours to individuals/stakeholders/faculty/student/staff/community as needed
  + Assist with technology in the museum/gallery such as ipad; video; computer.
  + Assist with purchasing needs (researching, pricing, ordering, and following up with order placement and order pick up)
  + Other duties as assigned by supervisor, curators, and director related to upholding the mission of the museum.
* Research objects in the collection
* As a team, pitch an exhibition idea to the museum leadership
* Write object labels
* Mount physical exhibition
* Print labels using innovative ideas
* Create digital object research outputs: youtube videos; social media posts; etc.

No museum experience necessary.

15$/hour

Work hours are flexible.

Must attend weekly team meetings on zoom.

Students can work up to 20 hours a week.

Possibilities to work over semester breaks and summer.

**Required skills:**

* Interest in learning about the culture and history of fashion
* Interest in learning how to write museum labels
* Superb attention to detail and organizational skills.
* Able to work independently and take initiative.
* Ability to work on a team.
* Ability to receive constructive criticism in a public setting and adapt
* Excellent written and oral communications skills.
* This position requires ability to remain stationary at least 50% of the time; move about/traverse the collection, museum space, and other campus building spaces; operate a computer and other office productivity machinery such as computer printer or calculator; occasionally ascend/descend a ladder; communicate with others and exchange information; detect objects from a distance and close up; move objects weighing up to 40 pounds within rooms, between buildings, and onto shelves or into drawers or hanging storage; change light bulbs located in the ceiling of the gallery; occasionally work in outdoor weather conditions.
* Proficient computer skills including use of Microsoft Office Suite, video conferencing, and internet navigation.
* Proficient use of social media.
* Elementary photography skills.
* Strong sense of social justice or interest in learning about justice-philosophies.
* Elementary experience in editing videos in programs such as iMovie or ability to learn quickly if trained.

**Requirements:**

* Must be Apparel, Merchandising, and Design undergraduate student

**How to apply:**

Application includes submission of:

1. Resume or CV
2. a ½ to 1 page single-spaced statement about why you are interested in this position
3. a ½ to 1 page single-spaced statement of your knowledge and commitment to diversity, inclusion, and social justice (e.g., classes you have taken; organizations you might be involved with; personal reading that you’ve engaged with; etc.)
4. a ½ to 1 page single-spaced statement of why you fit this position by addressing the required skills listed above
5. 4-5 sentence paragraph describing a potential fashion museum exhibition that centers justice-oriented philosophies that you could potentially pitch to curate
   1. Please note you do not need to consider what is in our ISU Textiles and Clothing Museum collection for this exhibition pitch.
   2. This exercise is meant to demonstrate your creative thinking and research skills.
   3. Be innovative and try to think beyond fashion exhibitions that you have already seen.
   4. Pretend as though you have access to every object and an unlimited exhibition budget.

* Submit materials as a single PDF via email to Dr. Reddy-Best @ [klrb@iastate.edu](mailto:klrb@iastate.edu).
* In subject line, please put “TCM Curatorial and Collections Student Assistant Position.”
* Start each statement on a new page.
* Put application documents in order listed above.
* Use times new roman; 12 point font; 1-inch margins

Applications are reviewed on a rolling basis.