



Student Employment Office Only

\$12.00 per hour

Department Only

Department: Southeast Museum of Photography

Campus: Daytona Beach Campus

Funding: Federal Work Study (FWS) or Institutional Work Study (IWS)

Hours Per Week: up to 20

Hourly Wage: \$12.00

Days Needed: Monday Tuesday Wednesday Thursday

Times Needed: Tuesdays, 10:45am-1:30pm; Wednesdays, 2pm-6:15pm; Thursdays, 10:45am-1:30pm and 5pm-7pm (for events)

Contact: Elora Haynes

Contact Info: **Phone:** (386) 506-3074
Email: Elora.Haynes@DaytonaState.edu

Job Title: Museum Sr. Assistant

Purpose of Job: To assist the Museum's Senior Staff with duties in various areas and monitors the security of the Museum's exhibits.

Duties/Responsibilities:

- Assists Senior Staff in at least one of the following areas: supervision of gallery and reception areas, greeting and assisting all guests to the Museum, handling gift shop sales, assisting with Museum event setups, preparation and installation of photographs for exhibit, document and image scanning, data entry and/or photography/videography for the Permanent Collection.
- Organizes and maintains area of responsibility according to museum procedures.
- Continuously monitors the Museum for security from theft, misuse, and vandalism.
- Other duties relevant to the job as needed

Job Qualifications:

- Must be dependable, punctual, and neat in appearance
- Must have a willingness to learn and remain up to date/knowledgeable of Museum exhibitions and programs
- Ability to follow instructions/directions
- Ability to work independently without direct supervision
- Must possess good communication and critical thinking skills
- MacIntosh and PC computer skills a plus

Requirements:

- Resume