

Position Opening

POSITION: Outreach Assistant

STATUS: Part-time / Non-benefitted / Hourly / Non-exemt

COMPENSATION: \$20.80-\$29.62 per hour

DEPARTMENT: Janet Turner Print Museum

LOCATION: Janet Turner Print Museum, Arts and Humanities Building

RECRUITMENT ID: 145

RESIDENCY: Candidate must be a California resident. Chico State Enterprises is not a sponsoring agency for staff and management positions (i.e. H-1B Visas).

ESSENTIAL JOB FUNCTIONS: Under the direction of the Curator, the Outreach Assistant helps coordinate public engagement, educational, and outreach events at the Turner Museum, with the goal of broadening access to the collection across Northern California.

Event Coordination: Develops, plans, and coordinates public events to engage diverse audiences across Northern California with the Turner Museum, including family activities, member events, Thursday night student events, and the annual Butte County Museum Weekend.

Class Facilitation: Works with the Curator to schedule and lead class visits to the museum, including local K-12 school field trips and Chico State class visits.

Visiting Artists: Assists Curator with organizing visiting artist lectures and workshops, including annual student show juror.

Outreach and Marketing: Advertises events on campus and external platforms, creates publicity materials and social media content.

Research: Researches artworks and artists in the collection to assist with the development of exhibition programming, with a focus on Northern California artists.

Other duties as assigned.

EMPLOYMENT STANDARDS:

Required Qualifications

- BA/BFA degree in art history, studio art, art education, or equivalent
- Ability to communicate and engage with a wide variety of constituents, including undergraduate students, faculty and staff, K-12 students, and members of the public
- Ability to manage multiple projects in a fast-paced environment and complete tasks independently

Preferred Qualifications

- Experience organizing public engagement events or teaching in a university or museum

context

- Coursework, research, or work experience related to printmaking

COMPLIANCE REQUIREMENTS:

- Satisfactory completion of a background check (including a criminal records check) is required for employment. Chico State Enterprises will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current Chico State Enterprises employee who was conditionally offered the position.

HOW TO APPLY:

To be considered, submit the following documents by **May 16th, 2024**. Documents submitted after this date may not be considered.

- Resume
- Chico State Enterprises Application
- Cover Letter

BY DROP BOX: <https://csuchico.app.box.com/f/15b61c9611f54f3c87bcac2205083c4d>

BY EMAIL: csejobs@csuchico.edu

Paper applications will not be accepted; however, Chico State Enterprises is an Equal Opportunity Employer and is happy to provide reasonable accommodations to applicants at any step of the application process. If you need assistance in this regard, or are having technical difficulties, please contact the Human Resources office at 530-898-6811 or csejobs@csuchico.edu prior to 5:00 pm on the document deadline date. The employer is Chico State Enterprises, a non-profit corporation serving as an auxiliary organization of California State University, Chico. Employment is considered to be at-will.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER:

Chico State Enterprises is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, National origin, sex, sexual orientation, covered veteran status, or any other protected status. It is the Enterprises' policy to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees must provide proof of identity and authorization to work.