

GRADUATE ASSISTANT  
SAMUEL DORSKY MUSEUM of ART  
Fall Semester 2019/Spring Semester 2020

Primary duties include assistance to the Preparator with gallery preparation (painting, spackling, minor repairs), exhibition installation/de-installation, lighting, art handling, matting/framing, wall label and signage/banner production, and assisting with the organization and installation of student thesis exhibitions, including correspondence between museum and student participants. Secondary duties include reorganizing storage areas; organizing and maintaining a/v, lighting and other equipment, inventorying supplies; updating exhibition and curatorial files; and special projects as determined in consultation with museum staff.

Must be courteous, careful, and detail-oriented; must be willing to climb ladders and lift at least 40 lbs, must have knowledge of hand tools; proficient computer skills in Outlook, Word, Excel, In Design, Photoshop and printer technology a plus. Clear written and verbal communication skills are essential.

The SDMA Graduate Assistant receives both a stipend and a tuition waiver.

Please submit resume and letter of interest to the Samuel Dorsky Museum of Art at SUNY New Paltz  
Attention: Bob Wagner, Preparator ([wagnerr@newpaltz.edu](mailto:wagnerr@newpaltz.edu)).