**SUMMER EMPLOYMENT OPPORTUNITY**

The HUB-Robeson Galleries invite you to apply to internships and jobs within the galleries team in Summer 2019. Do you love the arts or are you interested in museum and gallery administration? Are you excited to create impacting experiences in the arts for students? Then join us!

There are several paid positions including internships available for the summer semester. Please see the position descriptions below.

Restricted to current Penn State graduate and undergraduates, enrollment in Summer semester is not required. To apply, search for the positions by title at [https://psu.jobs/jobs](https://psu.jobs/jobs), or follow the job application links below.

Please include a letter of interest and brief resume. For questions, contact Lindsey Landfried at lll166@psu.edu. These positions have the possibility of continuing into the 2019-2020 Fall and Spring Semesters.
DIGITAL CONTENT DESIGNER
Campus Arts Initiative, a partnership between the HUB-Robeson Galleries and Woskob Family Gallery, seeks a student for a part-time wage payroll position. This position pays $15/hour. The Digital Content Designer will create and manage web designs. Experience with CSS, html, Java, and or Wordpress required.

The position reports to the Curator of Visual Arts at the HUB-Robeson Galleries and Director of the Woskob Family Gallery and works closely with the Campus Arts Associate. We anticipate 5-10 hours/week with the ideal candidate available and interested in working across several semesters. Hours are flexible, and can be scheduled according to your availability, but we ask for a commitment of at least 4 working hours at a time. [https://psu.jobs/job/86021](https://psu.jobs/job/86021) Job # 86021

Primary responsibilities include:
- Create and Manage Campus Arts website through sites.psu.edu
- Upholding identity design standards in communications

GALLERY ASSISTANT (wage and work-study roles available)
The HUB-Robeson Galleries are currently seeking to hire Penn State students to fill part-time, hourly positions (20 hours per week) except for Arts Fest week (7/10 – 7/14) with extended hours. Applicants must enjoy speaking with guests and be curious about art. Typical job duties include installing exhibits, greeting and assisting visitors, and assisting with gallery receptions. This position has an expected start date of May 7, 2019. An arts background is preferred but not required. Regular gallery hours are Monday-Saturday 10 – 4 PM. [https://psu.jobs/job/86304](https://psu.jobs/job/86304) Job #86304

EXHIBITIONS INTERN
We are looking for a part-time intern for two days per week for 10 weeks (exact dates can be flexible between May 20th – August 9th, M/W or T/TH 10-4PM). Interns can elect for paid positions ($10/hour) or for academic credit. The internship takes place in the HUB-Robeson Center at University Park and is for undergraduate and graduate students. Students pursuing degrees in arts and humanities, business, management, and communications are encouraged to apply. [https://psu.jobs/job/86535](https://psu.jobs/job/86535) Job #86535

Tasks May Include
- Hosting guests in the galleries and attending exhibitions on a daily basis
- Compiling didactic content including images, texts, and captions for upcoming exhibitions
- Assisting with assessment and cataloging of exhibitions and visitor information
- Designing and leading engagement events for students and the community

Educational Objective
Skills Gained: Exhibitions research, wide-ranging understanding of processes including conception, design, installation, and coordination.
COMMUNICATIONS INTERN

We are looking for a part-time intern for two days per week for 10 weeks (exact dates can be flexible between May 20th – August 9th, M/W or T/TH 10-4PM). Interns can elect for paid positions ($10/hour) or for academic credit. The internship takes place in the HUB-Robeson Center at University Park and is for undergraduate and graduate students. Students pursuing degrees in communications, marketing, or the arts are encouraged to apply. [https://psu.jobs/job/86530](https://psu.jobs/job/86530) Job #86530

Applications for these positions are made through the Penn State jobs websites. Applicants must submit a letter of interest and resume to be considered.

Tasks May Include
- Drafting website content
- Evaluating and prioritizing press clippings and documentation to digitally catalog projects
- Improving consistency and accuracy across web-based engagement
- Audience outreach and data analysis
- Assisting in audience building events
- Strategizing and researching target audiences and compiling lists for outreach