

## Work Study Job Description

<b>Job Title</b>	Museology Publications Coordinator
<b>Department Name</b>	Museology Graduate Program
<b>Job Location</b>	UW Tower
<b>Pay Rate</b>	\$16 - \$16
<b>Employment Period</b>	Academic Year
<b>Hours Per Week</b>	19 hrs/wk
<b>Contact Supervisor</b>	Maya Farrar
<b>Phone Number</b>	206-616-8280
<b>Email Address</b>	mfarrar@pce.uw.edu
<b>Website</b>	www.museum.washington.edu
<b>Box Number</b>	359485

### Nature of Organization

### Duties and Responsibilities

- Create content for print and web
- Edit content
- Design layout
- Maintain Program websites
- Other duties as assigned

### Minimum Qualifications

Required:

- Background in museology related discipline
- Knowledge of basic museum practices and administrative skills
- Proofreading, editing and filing skills

Desired:

- Knowledge of Adobe Creative Suite, File Maker Pro, Google Apps
- Experience and/or interest in website and graphic design

### Educational Benefits

The Museology Publications Coordinator will have the opportunity to become familiar with a variety of publication media. S/he will also develop good management skills and competency in the use of a variety of software applications

**How to Apply**

Submit cover letter and resume to [mfarrar@pce.uw.edu](mailto:mfarrar@pce.uw.edu)

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Job Number: MUSE02 | Job Class: 0875 | Category: Arts & Media | 51% Comp. To Classified: n | Program:  
State