



MEADOWS MUSEUM STUDENT CORPS (MMSC) 2023–2024

Museum Experience Ambassador

Many museum professionals start their careers by working directly with the public. In fact, the director of the Meadows Museum's first professional experience in an art museum was staffing at the front desk of her university's art museum.

In this spirit, the Meadows Museum Student Corps (MMSC) is designed to help SMU students get their foot in the door by giving them paid, real world experience and training in the museum field.

Position Description

The MMSC is comprised of four **Museum Experience Ambassadors**. Each Ambassador works 10 hours per week by staffing the museum's front desk and facilitating programs for children and their families. Additionally, Ambassadors enjoy paid sessions that introduce them to different career paths within museums.

Visitor Services

Ambassadors are the public face of the museum. They greet visitors, facilitate admission sales and check-in for programs, answer phones, track education data, and ensure a welcoming environment for museum guests.

Family Programs

Ambassadors facilitate gallery activities, art-making projects, and other hands-on learning opportunities for existing programs such as Meadows Museum Family Saturdays, Children's Drawing from the Masters, and new family programs set to launch in fall 2023.

Compensation

- \$13/hour

Commitment

This is a part-time (**10 hours per week**), in-person, academic year position. Successful candidates must be able to commit to an entire academic year, with the possibility of renewing for additional years. The program/ position runs between **August 18, 2023–May 3/ May 17, 2024**. The museum

will work with each Ambassador to determine the exact weekly schedule and regular weekend work is required.

Qualifications

- applicants must be enrolled, returning undergraduate students at SMU, entering their sophomore, junior, or senior year in the 2023–2024 academic year
- applicants must have an interest in museum careers
- applicants must be eligible for on-campus work and eligible to be paid through SMU payroll
- applicants must have strong customer service and interpersonal skills, with the ability to interface comfortably in crowds with a diverse groups of guests
- applicants must be punctual and dependable
- applicants must have regular availability of roughly 10 hours per week during museum hours (Tuesday–Saturdays, 10–5 PM, Thursdays 10–9 PM, and Sundays 1–5 PM)
- Successful candidates must be available for in-person training with members of the Meadows Museum Student Corps at the museum on Friday, August 18, 2023 (the Friday before fall 2023 classes start)
- applicants with an interest in or experience working with children are a plus
- applicants who receive needs-based financial aid and/or are eligible for federal work study at SMU are a plus
- applicants that speak Spanish are a plus

Application Process

[Online applications](#) are due by **11:45 PM on Monday, April 24, 2023**. **Priority will be given to applicants applying by 11:45 PM on Monday, April 17, 2023.** Interview scheduling will begin immediately following the priority deadline. Interviews will take place in-person or via Zoom (in-person preferred). Applicants must submit:

- a résumé and personalized cover letter that discusses their qualifications and interest in the Student Museum Ambassador position and Meadows Museum Student Corps program.
- a list of 2-3 references with contact information.

SMU will not discriminate in any program or activity on the basis of race, color, religion, national origin, sex, age, disability, genetic information, veteran status, sexual orientation, or gender identity and expression. The Executive Director for Access and Equity/Title IX Coordinator is designated to handle inquiries regarding nondiscrimination policies and may be reached at the Perkins Administration Building, Room 204, 6425 Boaz Lane, Dallas, TX 75205, 214-768-3601, accessequity@smu.edu.