

PERLMAN TEACHING
museum

2026-2027 Perlman Teaching Museum Student Worker Positions

Please apply for one position only. See accompanying [google form](#) application for further details. If you would like to speak to a member of staff about the various roles or the application procedure, please contact Technical Director, Teresa Lenzen, at tlenzen@carleton.edu. Completed google form application, inclusive of a résumé, is due by **Wednesday, April 1, 2026**.

Apply on our website:

<https://www.carleton.edu/museum/engagement/for-students/work-study/>

Position Descriptions

Art Collection Assistant (2 positions available, 2-3 hours a week)

Art Collection Assistants provide support to the Technical Director of the Museum. This is a great opportunity to learn about the behind-the-scenes work that goes on in museums! Work will revolve around the care and management of the objects in the Carleton College Art Collection, as well as, objects here on loan for exhibition. Through cataloging, database work, storage preparations, and general work space maintenance, your work will ensure the safety and accessibility of Carleton's collection for all current and future Carls. Collection Assistants may also occasionally provide help with the physical installation of exhibitions, including gallery reconfiguration, painting, packing/unpacking artwork, performing condition checks, and installing artworks. Every day as a Collection Assistant could be different or could be the same depending on our needs and your interests. Candidates must have an ability to work well with others but also have a proven ability to work independently. Other preferred qualities include being

creative, detail oriented, having a willingness to engage in repetitive work, knowledge of tools and art practices, and excitement to learn new skills.

Museum Attendant (4 positions available, 4-6 hours per week)

We are looking for outgoing and friendly candidates to greet visitors and monitor the gallery spaces of the Perlman Teaching Museum. The Museum Attendant role is part host and part guard. In addition to welcoming guests, duties include answering the phone, answering questions about the artworks on display, about upcoming events, the permanent collection, and the museum generally. Museum Attendants who hold the first shift of the day are trained to turn on gallery lighting and audio visual artworks. Those who have the last shift are responsible for making sure the galleries are securely closed. Museum Attendants monitor the security of the gallery as well as regularly log temperature and humidity conditions throughout the day. Candidates must have an enthusiasm for sharing information about current and upcoming exhibitions and ensure the safety of the artwork on display. When not otherwise engaged, this position allows students to do a certain amount of their own school work, provided all other responsibilities are actively attended to. Reliability and punctuality are a must.