



**Oakland Museum of California Foundation
Job Announcement**

DIGITAL MEDIA ASSISTANT

\$19.00 per hour, no benefits, 20-30 hours per week
Duration of employment: January 2009 through March 2010

Deadline for application: January 9, 2009

The Oakland Museum of California Foundation is currently seeking a Digital Media Assistant for assignments that grow out from the Core Team decisions and deliberations. This temporary part time position will support the development and production of interactive media for the reinstallation of museum galleries'; assists in sourcing and preparing digital assets for use in interpretive materials and exhibits. The Digital Media Assistant will be an in-house liaison with media developers around digital media design, and content planning and implementation. Responsibilities also include assisting with related prototyping and evaluation activities, and repurposing gallery media assets for web uses.

ESSENTIAL FUNCTIONS - Duties may include, but are not limited to, the following:

- Provide support to the Core Team in conceptual development of interactive media elements
- Gather, prepare and edit digital material (graphics, audio and video) for gallery interpretation, exhibits and Museum website
- Serve as a liaison with media developers and the Museum's website development
- Research and report to Core Team on museum industry best practices related to media use within galleries and on websites
- Advise and assist with prototyping and evaluation activities
- Provide general technical and administrative support related to media development as needed

MINIMUM QUALIFICATIONS

Education and Training: Bachelor's degree in art, history, liberal arts, or other disciplines relevant to the Museum's collections, exhibitions and programs.

Work Experience: Minimum of two years of professional experience in providing administrative support, planning, production and/or coordinating complex projects. Experience in museums or other kinds of cultural and educational environments strongly preferred.

Skills and Abilities: Proficiency in with Macintosh and PC computer platforms. Strong experience with new media applications in public presentations and educational situations. Familiarity and experience with a range of programs for digital communication, graphics, audio and video production and editing including but not limited to Flash, Dreamweaver, Photoshop, php, Final Cut Pro, Audacity as well as standard office software such as Word and Excel. Strong organizational skills, an ability to prioritize and accomplish multiple tasks to meet firm deadlines. Excellent verbal and oral communications skills. A track record of working collaboratively within dynamic, creative work environments.

TO APPLY: Download the employment application from <http://www.museumca.org/about/employ.html> mail or fax a completed employment application, along with resume and cover letter with three references to:

Sandy Wong
Oakland Museum of California
1000 Oak Street, Oakland, CA 94607

www.museumca.org

Fax: 510-238-2258

Please no phone calls or emails. Incomplete applications will not be considered.

MISSION STATEMENT

The Oakland Museum of California's mission is to connect communities to the cultural and environmental heritage of California. Through collections, exhibitions, education programs and public dialogue, we inspire people of all ages and backgrounds to think creatively and critically about the natural, artistic and social forces that characterize our state and influence its relationship to the world.

Oakland Museum of California is a multicultural organization, committed to diversity and practicing equal opportunity employment in recruitment and hiring.