



## **Graduate Research Assistantship Opening Hilliard Art Museum**

The Curatorial/ Education department of Hilliard Art Museum invites applications from **doctoral-degree-seeking** graduate students to fill the following applied graduate research assistantship position in Fall 2025.

### **Duties and Responsibilities:**

Graduate students hired in applied research assistantship positions in the Hilliard Art Museum support its Curatorial/Education Department in the following ways:

#### **Research and Writing**

- Research, request, scan, and organize documents and materials related to the museum's exhibits, collections, and institutional history.
- Research and draft materials for public and education programs, such as artist and presenter biographies, copy for promotional materials, and visitor handouts.
- Research objects and artists in the museum's collections, current exhibitions, and upcoming shows to develop, draft, and edit docent guides, lesson plans, wall labels, and other curatorial and educational materials.
- Research, draft, and edit documents and reports needed for tours, museum volunteers, grants, and the educational or curatorial sections of the museum's website.

#### **Administrative**

- Communicate in person, through phone calls, and correspondence with special guests, visitors, UL staff, and partners of the museum. Manage business paperwork associated with communication.
- Provide routine administrative support to the curatorial department as requested.
- Assist with the planning and implementation of exhibits, including making scale models, prepping galleries, creating and updating object lists and contacts, and help track admissions and expenses.
- Assist with scheduling tours and programs. Track admissions and expenses related to tours, programs, and grants.

#### **Events and Programming**

- Assist with the planning and execution of public/education programs and events at the museum.
- Manage, with the Curator's oversight, the contracts, scheduling, promotion, breakdown, and setup of museum programs and events.
- Promote museum events within campus departments and to a variety of community groups.
- Lead guided tours of the museum and facilitate programs under the direction of the museum's Curator or Educator.

- Assist the Educator and teaching artists in the managing, ordering, and prepping of art making materials.
- Organize and execute the preparations, set-up, and breakdown of event and tour necessities, such as chairs, tables, lines, supplies, and AV equipment.

### **Eligibility and Qualifications:**

Applicants must be UL Lafayette graduate students in good academic standing who have been admitted unconditionally to a doctoral degree program.

Students in **Educational Leadership, English, and Francophone Studies** doctoral programs are eligible to apply. Consideration also may be given to graduate students pursuing a degree program and research focus with direct connection to the duties described above.

Appointment also **requires full-time graduate enrollment and completion of 20 hours of in-person, on-campus** duties each week during the academic terms. Appointment does not require completion of duties when classes are not in session (i.e., during intercessions and student breaks).

Continuation of the appointment in or beyond Spring 2026 is contingent upon successful completion of assistantship duties, satisfactory progress toward degree, and/or budgetary considerations.

If an international graduate student, your visa status may place restrictions on your employment eligibility; if you are not certain if your visa status permits holding an assistantship, contact the Office of International Affairs in the Division of Global Engagement.

### **Compensation:**

Compensation includes a waiver of tuition and mandatory fees, plus a monthly stipend that adheres to University minimum levels.

- For the 2025-2026 academic year, the minimum stipend is \$2,000 per month for doctoral students, totaling \$20,000 paid over ten months.
- The value of tuition/fee waiver for an academic-year assistantship in 2025-2026 is at least \$11,202 for U.S. resident graduate students and \$27,674 for non-resident international graduate students enrolled in 9 graduate credit hours per semester. For students taking more credits, this benefit is even higher.
- The accompanying fee waiver does not cover 100% of the supplemental insurance fee for international students on F-1, J-1, or other non-immigrant visas.

### **To Apply:**

Send a letter of application/interest, resume or CV, and contact information for professional references to [barbara.helveston@louisiana.edu](mailto:barbara.helveston@louisiana.edu). Questions should be directed to **Barbara Helveston, Museum Educator**, at [barbara.helveston@louisiana.edu](mailto:barbara.helveston@louisiana.edu).

**To ensure full consideration apply by July 17.** Review of applications will begin at that time and will continue until the position is filled.