

Janice Mason Art Museum
Employment Application – Museum Associate

Applications are due by August 27, 2026.

Applicant Information

Full Name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone Number: _____

Email Address: _____

Available Start Date: _____

Education: Degree: _____ **Institution(s) Attended:** _____

Field(s) of Study: _____

Professional Experience

Current or Most Recent Employer

Organization Name: _____ **Position Title:** _____

Dates Employed: _____

Responsibilities & Achievements:

Previous Employer

Organization Name: _____ **Position Title:** _____

Dates Employed: _____

Responsibilities & Achievements:

Programming or Arts Experience

Describe any experience with exhibitions, events, or educational programming:

Retail / Gift Shop Experience (if applicable)

Describe any experience in retail operations, merchandising, or inventory:

Community Engagement & Marketing

Describe your experience building partnerships, outreach, or marketing efforts:

Technical Skills

Check all that apply:

- ☐ Microsoft Office / Google Workspace
- ☐ Point-of-Sale Systems
- ☐ Database Management

- ☐ Accounting Software
- ☐ Social Media & Digital Marketing
- ☐ Other: _____

Additional Qualifications

- ☐ Grant Writing Experience
- ☐ Museum / Gallery Experience

- ☐ Fundraising Experience
- ☐ Knowledge of Regional Arts & Culture

Please elaborate if applicable:

Personal Statement

Please describe why you are interested in this position:

Certification & Signature

I certify that the information provided in this application is true and complete to the best of my knowledge.

Signature: _____

Date: _____

Feel free to attach a resume, letter of interest, or any additional information you feel would help evaluate your application for this position. For position inquiries or to submit applications, please contact Kelly Selfe, JMAM Executive Director, at jmam.skit@gmail.com.