

**Museum Studies Program Manager
University of San Francisco**

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Posted Jul. 31, 2020, removed Sep. 26, 2020

Job Title	Museum Studies Program Manager
Department	
Institution	University of San Francisco San Francisco, California
Date Posted	Jul. 31, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Arts/Museum/Theater
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Job Description

Museum Studies Program Manager

University of San Francisco

R0003335

USF Hilltop Campus

Job Title:

Museum Studies Program Manager

Job Summary:

Under the general supervision of the Associate Dean for Arts, the Program Manager of the Museum

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Studies M.A. Program is responsible, along with the Academic Director, for the administration of the graduate program. In consultation with the Academic Director of the Museum Studies Program, the Chair of the Department of Art + Architecture, and program faculty, the Program Manager will also work to maintain, improve and create new program initiatives. This is a non-teaching position.

The Museum Studies M.A. Program offers a sixteen-month curriculum that provides students with the comprehensive knowledge and hands-on experience to assume a variety of roles within cultural, artistic, and heritage organizations. The Program is situated in the Department of Art + Architecture, which also includes four undergraduate programs: Architecture and Community Design, Art History & Museum Studies, Design, and Fine Arts.

Full Job Description:

Essential Responsibilities

- * Manage recruitment for the Museum Studies MA Program, including answering program inquiries, promoting program at conferences, leading information meetings and other events, cultivation of prospect relationships, planning campus visits and managing new prospect data.
- * Manage development of marketing campaigns and materials as well as communications media, in coordination with the Director of Graduate Admissions & Academic Director (including brochures, promotional videos, program overviews, student handbooks, program blog, newsletters, and website content management).
- * Manage and participate in the application and admissions process, including reading all applications, leading admissions committee process, communicating final decisions to applicants, managing scholarship fund decisions, cultivating relationships with admitted students, managing admissions deposit process, and managing data and statistics around admissions.
- * Organize and oversee logistics for MUSE events (in collaboration with Program Assistant) and attend events, including: new student orientation events, student-faculty socials, symposia, workshops, guest lectures, final capstone presentations, graduation celebrations, graduate-student association-sponsored events, serve as liaison for collaborative events with Thacher Gallery, and other student-centered events. Develop and maintain a museum and alumni publicity mailing list for event outreach.
- * Coordinate internship program, including cultivating and managing relationships with internship hosts, developing and maintaining internship database, managing internship placement process (for both graduate and undergraduate students in Art History & Museum Studies) and advising student applicants. Support international students with issues around visas, scholarships, internships and student employment.
- * Administer the capstone advising process with Academic Director, scheduling advisors for each project, tracking progress towards final approval for degree, organizing final poster session or other

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culminating events. Maintain archive of physical and digital copies of capstones.

- * Serve as a member of the University Graduate Admission Council and attend College of Arts and Sciences Graduate Program Directors meetings.
- * Support department and faculty by tracking budget, hiring student assistance in collaboration with Program Assistance, on-boarding, and logistical needs.
- * Manage alumni tracking (employment information and data/statistics) and alumni services for the program, in collaboration with the Office of Alumni Relations. Conduct exit interviews with graduating students and prepare a report.
- * Other duties as required.

Qualifications:

- * Bachelors degree required in relevant area (museum studies, arts administration, art history, fine art, anthropology, history or related field); Master's degree strongly preferred.
- * 3 years of experience in program administration required; educational program administration and admissions experience strongly preferred.
- * Demonstrated cultural competency and experience working with students from a diverse array of backgrounds; experience working with international students preferred.
- * Experience with strategic branding, national and international marketing.
- * Demonstrated success in overseeing complex administrative systems and the ability to interact with a variety of different administrative departments.
- * Excellent interpersonal and written communication skills, including through the use of social media.
- * Ability to understand and track budgets.
- * Excellent computer skills (word processing, database and web maintenance skills).
- * Willingness to travel locally to help establish and maintain relationships with partner institutions.
- * Ability to travel to recruitment fairs and conferences preferred, and to work occasionally in the evenings to service recruitment and graduate student events.

Search End Date Will Be On August 31, 2020

Full-Time/Part-Time:

Full time

Pay Rate:

Salary

To apply, visit [[url=https://apptrkr.com/1968795](https://apptrkr.com/1968795)]https://usfca.wd5.myworkdayjobs.com/en-US/USF_Staff/job/USF-Hilltop-Campus/Museum-Studies-Program-Manager_R0003335.

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The University of San Francisco is located in the heart of one of the worlds most innovative and diverse cities, and is home to a vibrant academic community of students and faculty who achieve excellence in their fields. Its diverse student body enjoys direct access to faculty, small classes and outstanding opportunities in the city itself. USF is San Francisco's first university, and its Jesuit Catholic mission helps ignite a students passion for social justice and a desire to Change the World From Here. For more information, visit [URL]<http://www.usfca.edu>[/URL].

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

University of San Francisco

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