

**Staff Assistant - Art Galleries  
Tufts University**

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Posted Aug. 11, 2021, set to expire Dec. 24, 2021

**Job Title** Staff Assistant - Art Galleries

**Department**

**Institution** Tufts University

Medford/Somerville, Massachusetts

**Date Posted** Aug. 11, 2021

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Classified Staff

**Academic Field(s)** Arts/Museum/Theater

**Apply Online Here** <https://tufts.taleo.net/careersection/ext/jobdetail.ftl?job=21001641>

**Apply By Email**

**Job Description**

This is a part-time position, working 21 hours per week.

The Tufts University Art Galleries are dedicated to the presentation of art and the pressing issues of contemporary arts discourse. They are pedagogical spaces where exhibitions, lectures, performances, and artist residencies converge to animate the intellectual life of the greater university community and beyond.

The University Art Galleries department oversees the exhibition spaces in the Shirley and Alex Aidekman Arts Center on the Medford/Somerville Campus, the galleries at the SMFA at Tufts in Boston, and the Tufts University's Permanent and Public Art Collection. The Galleries produce three to four main exhibitions each semester between the two campus locations alongside 15-20 curricular-driven installations per year.

Under limited supervision, the Staff Assistant performs complex and diverse duties for the department

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and serves as a source of information and problem solving for students, faculty, staff and other constituents. Provide general guidance and explanation of departmental policies and procedures and may communicate on behalf of the Director to explain or disseminate information. The Staff Assistant provides administrative support including organizing files systems for office, coordinating meetings and travel arrangements, as well as producing, proofreading and editing complex reports, documents and spreadsheets. Monitors, tracks expenditures, resolves problems and reports on department budget and/or grants. Coordinate planning and logistics for meetings and special events including design of marketing and publicity materials, tracking responses, working with speakers on materials and set up. May also coordinate department projects or programs, which may entail assisting with development of materials and brochures, updating web information and assisting with content and design.

### **Contact Information**

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

### **Contact**