

Gallery Outreach Coordinator - Art Gallery Tufts University

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Posted Jan. 26, 2023, set to expire Dec. 31, 2023

Job Title	Gallery Outreach Coordinator - Art Gallery
Department	
Institution	Tufts University Medford, Massachusetts
Date Posted	Jan. 26, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Arts/Museum/Theater
Job Website	https://jobs.tufts.edu/jobs/18520?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Tufts University Art Galleries are dedicated to the presentation of art and the pressing issues of 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 Campus, the galleries at the SMFA at Tufts in Boston, and the Tufts University's Permanent and Public Art Collection. The Galleries produce three-four exhibitions each semester between the two campus locations alongside 15-20 curricular-driven installations per year.

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What You'll Do

The Communications and Outreach Coordinator organizes, helps develop, and coordinates all TUAG communications in print and digital formatting. The Outreach Coordinator is an integral position within TUAG's operation and central to building and maintaining broad and diverse audiences and will handle the below duties:

- Maintaining and updating the TUAG website and social media accounts
- Interfacing with press and coordinating the design and production of seasonal print marketing materials
- Strategizing and organizing broader community outreach efforts with the Director and Head of Public Engagement
- Collaborates in developing and implementing public programming

What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired a Bachelor of Arts or Bachelor of Fine Arts
- Excellent coordinating and organizational skills required
- Strong writing and oral communication skills
- Computer skills: proficiency in Microsoft Office and familiarity with Adobe Creative Cloud applications
- Knowledge of website content management systems
- Ability to use social media and develop marketing campaigns

Preferred Qualifications:

- 2-5 years administrative experience
- Ability to work on multiple projects simultaneously and with multiple stakeholders
- BA/BFA, degree in art history, studio art, or museum studies preferred
- Computer skills: proficiency in Microsoft Suite, Cloud-based storage systems, and Adobe Creative Cloud applications (primarily InDesign, Photoshop, Illustrator, Bridge, and Acrobat DC)
- Working knowledge of basic photo editing and graphic design principles
- Experience working in similar environments, i.e. museums, galleries, nonprofit art spaces
- Experience in strategizing social media marketing campaigns
- Experience with and working knowledge of website content management systems

Special Work Schedule Requirements:

This is a hybrid position expected to be on campus at least 3-4 days each week.

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Contact Information

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

Contact

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