

## Studio Manager Tufts University

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Downloaded On: Dec. 21, 2024 5:04am

Posted Mar. 25, 2024, set to expire Dec. 31, 2024

<b>Job Title</b>	Studio Manager
<b>Department</b>	
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	Mar. 25, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Research/Technical/Laboratory Arts/Museum/Theater
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/20283?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/20283?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Overview

Tufts Technology Services (TTS) is a university-wide service organization committed to delivering technology solutions in support of Tufts' mission of teaching, learning, research, innovation, and sustainability. With staff across all of Tufts' campuses, as well as a 24x7 IT Service Desk, we collaborate with schools and divisions to meet the demands of a global, mobile community. We promote a collaborative, flexible work environment, embrace diversity and inclusion, and encourage personal and professional development.

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The School of the Museum of Fine Arts is a vibrant interdisciplinary art school within Tufts University. The school has facilities located in the Fenway neighborhood of Boston (adjacent to the Museum of Fine Arts), in the Mission Hill neighborhood of Boston, and on the Tufts Medford campus. SMFA students choose from a nearly all-elective studio curriculum, without declaring medium-specific majors, and many identify as interdisciplinary artists.

SMFA Studios are highly specialized art-making environments in which faculty teach classes and students produce artwork during class and independently outside of class. To keep the studios functional, equipped, maintained, safe, accessible, and welcoming we need employees to manage each studio who have expert knowledge and experience in the art-making equipment and processes supported by the studio, as well as the logistical skill to maintain the studio and support faculty and student needs. Additionally, studio managers also offer equipment and art-process training to students, as well as project-specific consultations to assist students in designing and executing their artwork.

### What You'll Do

This position manages and maintains the SMFA Art Studios on the Tufts University Medford Campus. As the primary support contact for SMFA faculty on the Medford Campus, you will address the technical needs of students and faculty in the studio while prioritizing safety and accessibility of all tools and processes. Additionally, you will be tasked with hiring, training, and supervising student employees, managing the budget and spending for studio operations, and participating in strategic planning for studio resources, equipment, and space. Your role will also involve proposing, developing, and executing projects aimed at updating studios and introducing new capabilities.

- Manage studio operations and maintenance: Ensure studio is properly equipped and supplied to meet the needs of students and faculty.
- Design and provide training in art making processes, techniques, and equipment usage.
- Serve as primary support contact for courses, students, and faculty with technical challenges in the studio.
- Safety and accessibility: Ensure that all studio tools and processes are accessible and are used safely.
- Hire, train, and supervise student employees.
- Manage budget and spending for studio operations.
- Participate in strategic planning for studio resources, equipment, and space.
- Propose, develop, and execute projects to update studios and introduce new studio capabilities.
- Coordinate with SMFA's Boston campus to ensure consistency across campus locations.

### What We're Looking For

#### Basic Requirements:

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- The knowledge and skills typically acquired by completing a Bachelor's degree in Fine Arts and 3-5 years of related professional experience.
- Experience in managing interdisciplinary fine art studios, including facilities for drawing, painting and photography.
- Excellent interpersonal skills, including clarity, generosity, and patience.
- Strong self-motivation and the ability to work independently and troubleshoot problems with minimal supervision.
- A deep commitment to cultivating an educational environment that welcomes and equitably supports users of all experience levels, creative interests, learning styles, and identities.

### **Pay Range**

Minimum \$57,900.00, Midpoint \$72,450.00, Maximum \$87,000.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

### **Contact Information**

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

### **Contact**