

Communications and Marketing Coordinator Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=252768>

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Posted Feb. 6, 2025, set to expire Dec. 31, 2025

Job Title	Communications and Marketing Coordinator
Department	School of the Museum of Fine Arts
Institution	Tufts University Medford, Massachusetts
Date Posted	Feb. 6, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Graphic Design/Marketing Communications/Public Relations Arts/Museum/Theater
Job Website	https://jobs.tufts.edu/jobs/21369?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

SMFA at Tufts Communications and Marketing is supported by a sub-group within the Arts and Sciences communications team. Along with its robust undergraduate programs, the School of Arts and Sciences also includes SMFA at Tufts and the Graduate School of Arts and Sciences.

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The Arts and Sciences Communications and Marketing team collaborates with central University Communications and Marketing (called “UCM”) to execute communications, public relations, marketing and enrollment strategies, and enhances the reputation and visibility of the School of Arts and Sciences, SMFA, and GSAS within and beyond Tufts.

What You'll Do

This is a benefits eligible and part-time position at 17.5 hours per week.

The Communications and Marketing Coordinator provides advanced level support in promoting effective communications across the department, school or division. The Communications and Marketing Coordinator will:

- Assist in the development of print materials and messaging including proofreading, editing and drafting communications materials
- Assist in the design and layout of publications and coordinates publicity materials, advertising and public relations for events
- Assist in creating, monitoring and updating website, drafts social media posts and monitors activity and triages or refers media inquiries to appropriate party
- Assist with budgets, special projects and provides general administrative support as necessary

What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired by a Bachelor’s degree in related area of study or equivalent combination of education and experience
- 1-2 years communications experience

Special Work Schedule Requirements:

The work schedule for this position will be determined with the supervisor.

Pay Range



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Minimum \$26.70, Midpoint \$31.80, Maximum \$36.80

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