

Media Stockroom Studio Manager Tufts University

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Posted May 28, 2025, set to expire Dec. 31, 2025

Job Title	Media Stockroom Studio Manager
Department	Tufts Technology Services
Institution	Tufts University Medford, Massachusetts
Date Posted	May 28, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Information Technology Facilities/Maintenance/Transportation
Job Website	https://jobs.tufts.edu/jobs/21919?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

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. Learn more about TTS on our [website](#).

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,

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and many identify as interdisciplinary artists.

What You'll Do

This position manages and maintains the Media Stockroom that serves the technology and equipment needs of SMFA faculty, students and staff in all areas and departments. This critical role coordinates with the other studio managers and faculty to ensure appropriate equipment and services are readily available to support the curricular needs of SMFA faculty and students using the Fenway, Mission Hill and Medford facilities. Key responsibilities include the development of policies and procedures, the life cycle planning and maintenance of inventory and equipment, asset and budget management, training on equipment to students and faculty, and the supervision of student staff.

What We're Looking For

Basic Requirements:

- The knowledge and skills typically acquired by completing a Bachelor's degree in Fine Arts or a related field or equivalent professional experience and 3-5 years of related professional experience.
- Direct experience with analog and digital A/V equipment used in fine art settings.
- A deep commitment to cultivating an educational environment that welcomes and equitably supports users of all experience levels, creative interests, learning styles, and identities.
- Excellent interpersonal skills, including clarity, generosity, and patience.
- Strong self-motivation and the ability to work independently and troubleshoot problems with minimal supervision.
- Proficient written, verbal and interpersonal skills in order to work pleasantly and tactfully with a diverse community; including fellow employees, faculty, students and staff.
- Strong communication, collaboration, organizational and time management skills including the ability to multi-task, prioritize, and independently manage a changing workload and schedule in a wide variety of settings and situations.
- Demonstrated ability to deliver professional customer service, end user training and consultation, effective team and project work.

Preferred Qualifications:

- Experience with Web Checkout
- Master's degree in the fine arts or related field

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Pay Range

Minimum \$58,750.00, Midpoint \$73,550.00, Maximum \$88,300.00

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

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