

Gallery Communications and Outreach Coordinator - Art  
Gallery  
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=228933>

Downloaded On: May. 9, 2024 2:28am

Posted Jan. 16, 2024, set to expire Dec. 31, 2024

<b>Job Title</b>	Gallery Communications and Outreach Coordinator - Art Gallery
<b>Department</b>	
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	Jan. 16, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Coordinator
<b>Academic Field(s)</b>	Arts/Museum/Theater
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/20061?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/20061?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>

**Apply By Email**

**Job Description**

## Overview

The Tufts University Art Galleries (TUAG) 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 Coordinator organizes, helps develop, and coordinates all TUAG communications in print and digital formatting. This includes maintaining and updating the TUAG website and social media accounts, interfacing with press, and coordinating the design and production of seasonal print marketing materials, from press releases to event posters and mailers.

The Communications and Outreach Coordinator also assists in strategizing and organizing broader communications efforts with the Director and is an integral position within TUAG's operation and central to building and maintaining broad and diverse audiences.

## What We're Looking For

### Basic Requirements:

- Knowledge and skills as typically acquired by a BA or BFA
- Excellent coordinating and organizational skills
- Strong writing and oral communication 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
- Degree in art history, studio art, or museum studies
- 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 with the expectation of 3 days on campus and as needed based on programming.

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**Pay Range**

Minimum \$26.40, Midpoint \$31.40, Maximum \$36.40

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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