

Position Title: Off-Campus Exhibitions Team

Supervisor Name: Elizabeth DiCicco

Supervisor Title: Director, Campus and External Exhibits

Department: Academic Affairs

Number of Openings: 4

Hours per Week: 5 (depending on exhibition schedule, hours could increase to 10). up their exhibitions.

Hourly Rate or Salary: \$1,550/academic year

Leadership experience complements the academic curriculum at MassArt and empowers students to become more confident, engaged artists, designers and citizens. Students have the opportunity to apply for various paid positions to be held during their sophomore through senior years.

Student Leadership at MassArt is rooted in MassArt's Mission and Values and is essential to transforming MassArt's culture and community. All student leaders will be expected to uphold MassArt's missions and values as we work together to make MassArt a more equitable place to work, learn, live and make.

Position Duties & Description:

The Off-Campus Exhibitions Team shall:

- Create "call for art" flyers as needed
- Assist with documenting (photographing) potential artwork during studio visits or for call for art drop-off times and save on Google Drive
- Post call for art flyers around campus to advertise deadlines and promote on social media
- Assist Director in choosing and curating artwork for venues
- Inventory/order gallery supplies
- Maintain regular office hours and meet regularly with Director
- Data entry as assigned
- Prepare Google Slides presentations of artwork for each venue
- Assist Director with administrative and creative tasks ranging from managing correspondence to artists, venue contacts and others at the College
- Promote current and upcoming exhibits and keep the office's social media up to date.
- Assist with physical installation of exhibits. This may include painting or repairing walls and pedestals, allocating display materials and removing artwork when an exhibit is over
- May also operate audio-visual equipment
- Conduct research projects as needed, help coordinate resources and maintain information
- Work with other student staff and external partners on long-term projects. May also be responsible for coordinating and emailing invitations and/or assisting with publicity for events at their gallery.
- Create posters and marketing materials
- Other duties related to exhibitions as assigned

Qualifications:

- Must be in good academic and disciplinary standing
- Demonstrate strong verbal and written communication skills
- Must be organized and detail-oriented.
- Ability to work effectively with students, faculty, staff and the public
- Ability to use Google Drive, Photoshop, Word, Excel and Powerpoint
- Experience with office procedures preferred