Graduate Program Assistant
40 hrs/month (evenings and weekends required)
Stipend: $10,800 or $1200 p/month for 9 months
Position runs: September 2017–May 2018

GENERAL STATEMENT OF RESPONSIBILITIES & DUTIES:

This position provides a nine-month employment opportunity for a graduate student interested in hands-on experience with the Museum’s programming, education, and digital humanities initiatives. McMullen Museum programming provides activities and resources that inspire visitors of all ages to explore the Museum’s exhibitions and permanent collection. From art-making workshops, customized tours, and special events to innovative digital projects, these programs engage visitors with a diverse array of artworks from around the world.

The Program Assistant is responsible for the day-to-day support of Museum programming and a wide array of resources for children, adults, students, and educators to make the McMullen Museum a welcoming, accessible, and educational environment for people of all ages, backgrounds, and abilities. In this role, the Program Assistant coordinates with the Manager of Education, Outreach & Digital Resources to execute programs; maintain up-to-date data on a variety of systems; co-develops, reviews, organizes, and disseminates program information; teaches within programs; and assists with the supervision of McMullen Student Ambassadors. The Program Assistant has excellent organizational skills and is able to manage multiple logistically complex activities simultaneously within a museum setting. The Program Assistant works collaboratively with staff, Student Ambassadors, and docents throughout the Museum; they report to the Manager of Education, Outreach & Digital Resources.

PRIMARY RESPONSIBILITIES & DUTIES:

- Collaborate and communicate with Manager of Education, Outreach & Digital Resources to plan and implement programs.
- Conduct research on current and upcoming exhibitions to develop lesson plans for outside educators, and specialized tours and events.
- Supervise and assist McMullen Student Ambassadors with special events and projects.
- Assist with and occasionally lead Second Saturdays children’s programs and customized tours for visiting classes from Boston College and local public and private schools.
- Assist with daily Museum operations, including updating membership records, restocking and organizing catalogues, digitizing archives, assisting with new collections database, and collaborating on special projects.
- Organize and prepare internally and externally facing program communications, including regular entries and updates to the Museum’s web content and event/personnel management systems, confirmation letters, and email publications.
- Provide front-line customer service for visitors, including responding to internal and external inquiries.
- Coordinate with Security Officers to schedule Student Ambassador guards in the galleries, especially when working nights and weekends.
- Other duties as assigned.
**REQUIREMENTS & QUALIFICATIONS:**

- Must be a full-time graduate student at Boston College.
- Experience working in administrative, program, project, or event support.
- Experience working with and maintaining databases and spreadsheets utilizing complex systems.
- Meticulous attention to detail.
- Excellent writing and research skills, including the ability to write succinctly, and proofread materials for online and print publication. Familiarity with *The Chicago Manual of Style* editing and writing guidelines a plus.
- Demonstrated capacity to communicate effectively and professionally with different constituencies, verbally and in writing. This includes: excellence in customer service, motivated and personable stance toward visitors and colleagues, and a demonstrable desire and ability to effectively engage with children, families, and teens in the Museum.
- Demonstrated ability to multitask, remain flexible, problem-solve, and take initiative.
- Knowledge of and experience with museum education, studio art, human development, and/or programming for family and teen audiences an asset.
- Knowledge of social media platforms, including Twitter, Instagram, Snapchat, and Facebook.
- Comfortable using Google Docs and Sheets.
- Working knowledge of Adobe Photoshop and InDesign a plus.
- Previous coursework in art history, public history, and/or history preferred.

Please send a cover letter and résumé/CV that includes your student ID and contact information at the top to rachel.chamberlain@bc.edu.