

Mellon Teaching Assistant, Nasher Museum of Art at Duke University

Time commitment: 20 hours per week for an entire semester

Rate of pay: \$15/hour

Job Description:

The Mellon Teaching Assistant provides support to the office of Academic Programs within the Education & Interpretation Department at the Nasher Museum of Art. The Assistant's primary responsibility is organizing and leading tours to university classes visiting temporary exhibitions at the Nasher. Leading discussions in study storage may also be required. The Assistant collaborates with the Academic Program staff and university faculty to coordinate visits to the museum, prepare for tours, set up for visits in storage, and facilitate groups when needed. Leading groups after regular museum hours and on weekends may be required. The Assistant is expected to attend Nasher training sessions on museum tours, teaching, and art handling. Other responsibilities may include:

- filling out class visit paperwork
- following up with faculty after visits for evaluation/feedback
- attending lectures or tours related to exhibitions
- research to prepare for tours
- preparing written or web materials (activities, iPad content, etc.) for class visits
- research on the permanent collection
- writing for the Nasher blog
- researching classes for visits
- outreach to student groups and other university entities
- other administrative duties as necessary

Requirements:

The Mellon Teaching Assistant will be a Duke graduate student able to commit the necessary time to working in the Nasher's Academic Program office for an entire semester (approximately 20 hours per week). Applicants should have experience teaching undergraduate students. Museum experience or experience working with art objects or artifacts is preferable. Applicants must be organized, responsible, flexible, comfortable dealing with faculty and students, and must convey interest and energy while leading groups. Applicants must also have excellent communication skills and a demonstrated ability to work collegially in a professional environment. Speaking and reading knowledge of a second language is preferred. Applicants from all fields will be considered, but students working in art history, studio art, visual studies, history, cultural anthropology, women's studies, literature, English, African and African American studies, and Asian and Middle Eastern studies will be given preference. The Assistant must not have conflicts with other funding sources or other jobs. The position may possibly be extended to include an additional semester.

Applications will be reviewed on an on-going basis until the position is filled. Applicants should send a CV and personal statement to Erin Hanas, Coordinator of Academic Programs, at erin.hanas@duke.edu.