

APPLICATION: Graduate Teaching Assistant
Nasher Museum of Art at Duke University
Department of Academic Initiatives

Time commitment: 20 hours per week for an entire semester

Rate of Pay: \$15 per hour

Job Description:

The Graduate Teaching Assistant provides support to the Academic Initiatives department at the Nasher Museum of Art. The Teaching Assistant's primary responsibility is organizing and leading tours for university classes visiting temporary exhibitions, the permanent collection, and study storage at the Nasher. Leading groups outside regular museum hours may be required. The Teaching Assistant is expected to attend Nasher training sessions on museum tours, teaching, and art handling. Other responsibilities may include:

- filling out class visit paperwork
- communicating tour confirmation and museum expectations with faculty prior to visit
- following up with faculty for evaluation/feedback post-visit
- attending lectures or tours related to exhibitions
- assisting Academic Initiatives staff in preparing for tours
- preparing written or web materials (activities, iPad content, etc.) for class visits
- research on the permanent collection
- identifying Duke semester course offerings in which students would benefit from visiting upcoming exhibitions and/or engagement with objects in permanent collection
- providing outreach to student groups and other university entities
- other administrative duties as necessary

Requirements:

The Teaching Assistant will be a Duke graduate student able to commit the necessary time to working in the Nasher's Academic Initiatives department for an entire semester (approximately 20 hours per week). Applicants should have experience teaching undergraduate students. Museum experience or experience working with art objects is preferable. Applicants must be organized, responsible, flexible, and 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. 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. To apply, please email a CV and cover letter with your interest in the position and experience teaching and/or working in museums to Julia McHugh, Ph.D., Trent A. Carmichael Curator of Academic Initiatives, julia.mchugh@duke.edu