

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

**Time commitment:** ~10 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, art handling and collection management software. 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
- 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 currently enrolled Duke graduate student able to commit the necessary time to working in the Nasher's Academic Initiatives department for an entire semester (approximately 10 hours per week, scheduled around the TA's course and/or research schedule). 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 working 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. After a performance evaluation, the position may 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 the following (as one email) to Julia McHugh, Ph.D., Trent A. Carmichael Curator of Academic Initiatives, [julia.mchugh@duke.edu](mailto:julia.mchugh@duke.edu):**

**1) CV**

**2) cover letter with your interest in the position and experience teaching and/or working in museums**

**3) the names of two references**