

University College Pre-College Programs Program Lead - SMFA Studio Art

Position Overview

The School of the Museum of Fine Arts at Tufts University is seeking a Pre-College Program Lead to assist in managing our 3-week [SMFA Studio Art Intensive](#) summer program for high schoolers. This on-campus program invites top tier art students entering grades 10-12 or class of 2023 graduates to give art school a test drive by introducing them to the SMFA's interdisciplinary approach to art-making.

The position will begin in January 2023 for pre-program preparation and onboarding. The program will take place from Monday, July 10th - Friday July 28th. Candidates can expect to work remotely 5-10 hours per month from hire until the end of June, and full 8 hour on-site days during the 3 in-program weeks in July.

Locations:

- Pre-Program = Remote
- In-Program = School of the Museum of Fine Arts at Tufts, 230 The Fenway Boston, MA 02215

Time Commitment

The SMFA Studio Art Intensive will run over 3 weeks during the summer from July 10th to July 29th, 2023. The Program Lead can expect to work an average of 5-10 hours per week upon hire during the spring semesters for pre-program planning including mandatory monthly program lead meetings, with full time hours during the 3 week summer program.

Program Planning:	5-10 hours/month January-June (flexible days/times)
Program Dates:	July 10th to July 29th, 2023 (3 weeks)
Program Hours:	Monday-Friday 8:30am-5pm

Compensation

The total compensation for the University College Pre-College Programs Program Lead position, inclusive of all planning and program time, is \$5000.

Responsibilities

Program Preparation

- *Admissions:* manage faculty application review process, review applications, correspond with applicants, administer course changes as necessary

- *Marketing*: review marketing materials, suggest website updates, engage in email and phone outreach to leads/applicants/parents before and during program, participate in social media campaigns, attend program info sessions and webinars
- *Hiring/Payroll*: engages in recruiting, payment, and related logistics for guest speakers, and instructors/course assistants in collaboration with the UC team. May supervise CAs.
- *Program Materials Prep*: supports course instructor(s) with program logistics such as Canvas, Zoom, resource planning, and other preparation
- *Program Planning*: support course instructor(s) with planning sessions, workshops, course schedule, curriculum, field trips, and opening/closing activities
- *Scheduling*: sectioning students, organizing schedule, preparing and directing orientation, distributing materials and supplies, setup space and time for opening and closing activities

Program Planning

- *Orientations and Events*:
 - Create/prepare and lead pre-program orientation sessions for staff and classroom assistants
 - Develops and participates in opening day and closing day activities
 - Aids program staff and instructors with field trip organization and supervision
 - Assigning and managing classroom assistants as needed
- *Communication*:
 - Maintains regular communication with program staff as well as Medford based residential list staff throughout the program
 - Write up weekly summary email communication for parents
 - Coordinates with Summer Discovery, the residential vendor
- *Student Management*:
 - Coordinates the commuter student check-in and check-out process each day
 - Takes attendance each morning, monitors student off-campus permissions
 - Handles all critical student calls during program hours
- *Marketing Support*
 - Coordinate photographer and collaborate with program social ambassador for in-program social media content creation
 - Ongoing support to document program activities for future use in program marketing
- *Instructor Support*
 - Work with instructor(s) pre-program to review major projects and assure alignment with learning objectives for students, collect and organize syllabi
 - Onboard new educators by reviewing essential questions for the program
 - Ongoing instructor support throughout the program

Qualifications

Required Qualifications

- Background in arts education
- Familiarity with curriculum design and implementation
- Experience with program management
- Bachelor's degree

Preferred Qualifications

- Experience working with high school students
- Experience working with educators to develop and revise studio art curriculum