



<b>Job Title:</b>	<b>Communications and Administrative Assistant</b>
School/Unit	Carpenter Center for the Visual Arts
Location	USA-MA-Cambridge
Schedule	Academic year starting late August 2016–May 2017. 2 days a week, Monday–Friday, 12–5pm (some evenings)
Department	CCVA; Reports to Assistant Director
Salary Grade	Work Study; \$13.50 / hr

## Duties & Responsibilities

The Carpenter Center for the Arts at Harvard University (CCVA) seeks a Communications and Administrative Assistant for 2016–17 academic year. This position focuses public-facing communications for the CCVA exhibitions, events, and programs. H/She will come at an exciting time as the Carpenter Center strives to broaden its outreach and grow its audience. Duties and Responsibilities include:

- Must have proficiency social media platforms: Facebook, Twitter, Instagram, Flickr.
- Research and create content (writing and taking images) about current CCVA current exhibitions and artists for social media.
- Conducting outreach for the event including: research for contacts in departments and student groups at Harvard and surrounding universities; creating posters and flyering; and submitting events to calendar listings and online outlets.
- Other administrative duties as required including arranging travel, ordering food and drinks for events.
- Working some evening events is also required.

## Basic Qualifications

- Must be eligible for workstudy
- Candidates should be knowledgeable about art, enjoy working in a fast-paced environment.
- Excellent written and verbal communication skills, organizational skills, and attention to detail.

**Carpenter Center  
for the Visual Arts**  
Harvard University  
24 Quincy Street  
Cambridge, MA 02138  
United States  
carpenter.center



## Additional Qualifications

- Must have good interpersonal skills
- Ability to learn and follow procedures and adapt to new procedures
- Knowledge of Photoshop and Illustrator are a plus
- Candidate must be flexible and willing to work on a wide variety of projects.

## EEO Statement

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation or any other characteristic protected by law.

To apply please send CV, cover letter, and short writing sample to [daisynam@fas.harvard.edu](mailto:daisynam@fas.harvard.edu) by May 16.

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