Programs Assistants
Division of Academic and Public Programs, Harvard Art Museums
Paid position, open to Harvard Undergraduate and Graduate Students
Work-study eligible

$15/hr. (work-study students encouraged to apply)
Up to 10 hours/week for the academic year
Open to Harvard undergraduates and graduate students

Position Description:
The Harvard Art Museums are now accepting applications from Harvard undergraduate and graduate students to support public programs at the museums. The Harvard Art Museums host a robust series of lectures, artist talks, film screenings, performances, and workshops featuring the world’s leading voices on art and visual culture. Reporting to the Academic and Public Programs Coordinator, the Programs Assistants will help with set-up and clean-up, provide customer service to program attendees, and provide light audiovisual support for various programs at the museums. Duties include assisting with set-up and breakdown for programs, including event signage, material organization, and program distribution; greet and welcome program attendees; distribute tickets and provide wayfinding assistance; provide microphone support for the Q&A portion of lectures and artist talks; photograph Materials Lab workshops and gallery programs; and other related duties as assigned. Shifts are generally 3 hours long on Wednesday and Thursday evenings and Sunday afternoons; occasional Saturday afternoon and weekday shifts are also available. Programs Assistants will choose which shifts to work based on their availability. The ideal candidate is reliable, friendly, and a team player. They work quickly and confidently under pressure, and is patient and professional in all interactions with museums staff and invited guests. No art history or museum experience is necessary, but an enthusiasm and excitement about the visual arts and the Harvard Art Museums is preferred. A background in customer service is helpful, but not required.

Qualifications:
• Ability to work independently and as part of a team, adjusting to the unique needs of each program.
• Ability to exercise good judgment, work under pressure, and carry out tasks with minimal supervision.
• Excellent customer service skills, attention to detail, professionalism, and organizational skills.
• Strong interpersonal and communication skills.
• A sense of humor and an interest in interacting with public audiences is a plus, as is an interest in art and visual culture.

To Apply:
Please submit a cover letter (maximum one page) that discusses your interest in the position and a résumé that clearly indicates your graduation year, concentration, education, work/volunteer experience, and Harvard email address, via email to Jeanne Burke, Coordinator of Academic and Public Programs, at jeanne_burke@harvard.edu. Please use the subject line Programs Assistant in your email.
Applications will be accepted and reviewed on a rolling basis until **September 27, 2024**. Applications will not be considered complete unless a cover letter and résumé have been received. Please contact Jeanne Burke, Academic and Public Programs Coordinator, with any questions: jeanne_burke@harvard.edu.

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