

DEPARTMENT OF INTERPRETATION & AUDIENCE ENGAGEMENT ASSISTANT

The Currier Museum of Art seeks a part time (12 hours per week) Department Assistant to perform administrative functions for the Department of Interpretation & Audience Engagement and to provide support with group tour program implementation. The successful candidate will have a B.A. in Education, Art or a related field with 1-2 years of experience working in an arts or education environment. Candidates must have strong organizational skills with a high attention to detail, and the ability to manage multiple tasks simultaneously to meet deadlines. Proficiency in Microsoft Office, data input and file management. Exceptional interpersonal and customer service skill are necessary, and experience working with volunteers preferred.

Please send letter of interest, resume, and salary requirements to resumes@currier.org.

No phone calls please.

EOE

