

Early-Career Research and Program Assistant, Williamstown

Research and Academic Program (RAP) at the Clark Art Institute, Williamstown, MA,
Jun 1, 2025–Jun 1, 2027

Application deadline: Jan 25, 2025

Caroline Fowler

The Early-Career Research and Program Assistant position is an opportunity for an early-career scholar in art history to be part of an art history research program and community, known as the Research and Academic Program (RAP) at the Clark Art Institute. We are a fellowship program for mid-career and senior art historians, artists, and critics, housed within the Clark Art Institute. We host lectures and seminars and engage actively in the field of art history internationally. The position is intended for an individual preparing to pursue a PhD in art history or related disciplines and offers experience in non-profit arts administration. The ideal candidate will have a Masters's in Art History or closely aligned discipline. This is a twelve- to eighteen-month position (depending on start date) with the possibility of an extension up to one year. Minimum hourly rate: \$21. Ideally the candidate should be comfortable with and enjoy engaging with a diverse group of scholars from around the world, and be interested in pursuing advanced research in the history of art. Start date is ideally March 1, 2025 or June 1, 2025 although negotiable depending on the candidate's availability.

Major Duties and Responsibilities (Essential Functions)

Work with the RAP team on the ground in coordinating lectures, seminars, and programs, including working with catering, security and other departments at the Clark.

Maintain the RAP website, making sure that it is current with its fellows, programs, and events, and coordinating with other departments at the Clark around event preparation and information.

Coordinate RAP materials for dissemination, including information for the website and eblasts, and communicate RAP events weekly to local communities and RAP fellows.

Aid in workflow, editing, and finalizing RAP publications, including the newsletter, podcast transcripts, RAP guide to the Berkshires, and other materials.

Provide administrative support for the RAP podcast.

Organize and provide content for RAP's presence on Clark social media.

Play an active role in participating in events and engaging with scholars across a variety of disciplines and experience. This position requires an individual willing to engage in extensive hosting and social interaction with fellows and other participants of RAP programs, and will likely include many social dinners, lunches, and seminars.

Assists in onboarding the RAP fellows and assist in coordinating tours and orientation events.

Assist in the preparation of grant applications.

Other duties as assigned.

Minimum Qualifications

Education and Training

Masters's degree in art history or a related discipline required.

Interest in engaging with the discipline of art history.

Required Skills/Abilities

Excellent time management skills with a proven ability to meet deadlines.

Strong organizational skills, attention to detail, and the ability to juggle multiple projects with competing priorities and deadlines.

Ability to use with online tools and databases, or willingness to learn.

Demonstrated ability to work collaboratively and independently.

Demonstrated cultural competency skills; demonstrated commitment to the values of diversity, equity, inclusion, and accessibility.

Work Experience

Minimum of 1 year of relevant experience preferred.

Physical Requirements and Work Environment

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

Ability to sit at a desk/workstation and use a computer for prolonged periods of time.

Ability to stand for up to four hours.

Ability to physically move and handle artwork, which requires being able to lift up to 30 pounds occasionally.

Work Environment: Work will be performed in an office environment and museum spaces. The noise level in the work environment is usually low to moderate.

Reference:

JOB: Early-Career Research and Program Assistant, Williamstown. In: ArtHist.net, Dec 17, 2024 (accessed Dec 22, 2024), <<https://arthist.net/archive/43546>>.