



Amherst College
Office of Human Resources

JOB
DESCRIPTION

Title: Museum Writer and Editor (Casual Position, No Benefits) Department: Mead Art Museum
Museum Reports to title: John Wieland 1958 Director and Chief Curator

Full Time: Part Time: Date Prepared: 8/22/19

Job Group and Level: N/A Regular Daily Work Schedule: to

Pay Type: Weekly X Monthly _____ Months Per Year: _____ Hours Per Week: 15

(Summer Months) Months Per Year: _____ Hours Per Week: _____

1. Summary of Position:

The Museum Writer and Editor serves as the primary editor of the Mead Art Museum's interpretive and marketing materials and the director and chief curator's correspondences. Edits and proofreads a range of museum texts, including object labels, brochures, announcements, website, grant proposals and reports, social media texts, and educational materials. Writes and edits annual reports (and manages its production), press materials, catalog loan letters, and general form letters and correspondence from director and chief curator. Reviews, updates, administers, and supports Mead staff in using the Mead Style Guide. Provides leadership on current best practice in editorial style for museums to the Mead staff.

Takes appropriate actions to support a diverse workforce and participates in the College's efforts to create a respectful, inclusive, and welcoming work environment. Actively promotes equitable museum practice through applying current best practices in inclusive museology as they pertain to written materials.

2. Principal Duties and Responsibilities:

40% Writing

Letters and general communications (for director and chief curator and general form letters); annual solicitation and monthly newsletters to Friends members; unique articles/interviews; press releases; content for annual report, and occasional website content.

40% Editing and proofreading

Wall labels and exhibition descriptions; publicity materials including seasonal and other promotional brochures, other miscellaneous written materials

15% Advisement on strategic communications decisions

- Brainstorming ideas for articles, interviews; selecting images; working with student writers
- Collaborating/managing designers/printers
- Maintaining Twitter account: Composing tweets (with images) and responding to other tweets (retweet, favorite, etc.)
- Tracking analytics if pertinent

5% Performs other duties/functions as requested.

All employees are expected to participate in the College's efforts to create a respectful, inclusive, and welcoming work environment.

3. Internal-External Interaction/Communication:

Straightforward operational interactions/communications such as providing, obtaining, and receiving information within and outside the college.

4. Education: (include certifications and licenses) Required:

B.A. in art history or closely related field

Preferred:

M.A. or Ph.D. in art, art history, or a closely related field

Museum and marketing experience a plus

5. Experience: (List specific skills necessary to perform

this job) Required:

- 3 + years of experience writing, researching, and editing in the arts and humanities
- 1-2 years of experience managing editorial production process
- Superior attention to detail accuracy and coordination
- Excellent verbal and written communication, and time management skills
- Commitment to working with a diverse and inclusive community

Preferred:

- 1-2 years marketing and museum experience

6. Environmental and Physical Demands: (Please describe the work environment and unusual physical demands, i.e. lifting requirements.)

Occasional lifting, carrying, pushing and pulling approximately 10 lbs. (office supplies and books); repetitive motions including hands, fingers, and wrists; visual – normal concentration

7. Decision Making:

Day-to-day problem solving and analytical thinking in the process of writing and editing texts; independent decision making; ability to adjust writing and editing approach to different formats and audiences.

8. Supervision Exercised/Received:

Some consultation with Director but a self-starter position with independence and moderate supervision.

Supervisory Responsibility: Yes _____ No X

Number of Employees Supervised: _____