Job Title: IAIA Artist-in-Residence Assistant
Hours per week: 12 hours per week
Number of positions: 1
Length of Employment: September 27, 2022 to December 15, 2022
Pay rate: $11.50/hr
Supervisor: IAIA Artist-in-Residence (A-i-R) Program Manager
Contact: Daina Warren, 505-424-2369
Department Name & Code: RCCNA and Code #171
Locations: Ells Science and Technology Building; A-i-R Studio, Academic Building; Allan Houser Haozous Sculpture and Foundry
Classification: Federal, State, Institutional Work-Study
Employer Name/Address: 83 Avan Nu Po Road, Santa Fe, NM 87508

Purpose/Role:
The Artist-in-Residency Student Assistant is a position within the Institute of American Indian Arts’ Research Center for Contemporary Native Arts (RCCNA). The selected applicant will be assisting the Artist-in-Residence (A-i-R) Program Manager, Daina Warren. The student will also assist with hosting the A-i-R Artists during their visit to the campus – responsibilities include: assisting with scheduling, planning, and execution of Artist-in-Residence public outreach events.

Job Description/Responsibilities/Abilities:
The A-i-R Student Assistant will aid in all aspects of programming, planning, and execution of A-i-R events that are scheduled, assisting the Program Manager with office-related activities, and assisting the artists with navigating the campus and departmental staffing. In addition, Gallery Assistant will/may be:

- Working alongside the visiting A-i-R Artists and assisting them to ensure they have the materials and information to produce their projects, which can include helping them source equipment and studio resources from the A-i-R Program Manager for artists to execute their work while visiting the campus
- Working during special events like the A-i-R Welcome Dinners and Open Studios
- Providing information so that A-i-R Artists can engage and collaborate with students, classes, faculty, and staff
- Office-related working tasks of emailing informational exchanges with all the program contacts of artists, staffing, campus contacts, and the general public, as well as helping with promotions of events
- Assisting with keeping the A-i-R Studio organized and supplies readied for the incoming visiting artists

General Qualifications:
- Creative problem solver
- Team player
- Good communication skills
- Knowledge of general office equipment
• Ability to work with limited supervision and often independently
• Ability to stay focused, on task, and always display a high level of professionalism
• Ability to work pro-actively and cooperatively with A-i-R Artists, Staff, Faculty, and Students
• Must be available evenings and weekends

**Background Check:** Students who reside off-campus are required to have a Background Check done. The fee for this process is paid for by the hiring department.

**Evaluation Procedure(s) and Schedule:** Work-Study Performance Evaluation form provided in IAIA Work-Study Manual for Students (page 14). See: iaia.edu/student-success-center/student-employment/