



Job Title: Artist in Residence Assistant (AiR)
Hours per week: 15 hours maximum
Number of positions: 1
Length of Employment: August 21st – December 14th, 2018
Pay rate: \$8.00 per hour
Supervisor: Jessie Ryker Crawford, MUSM Faculty
Department Name & Code: Museum Studies (MUSM) - 178
Location: MUSM Department: Offices, Classrooms, Meeting rooms, AiR Studios
Classification: Fed/State/Institutional Work-Study
Employer Name/Address: IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

Purpose/Role:

To support the Artist in Residence program by assisting in the advertisement, application, selection and implementation of the program.

Job Description/Responsibilities:

Assisting the Artist in Residence Coordinator with the advertising, application, selection and implementation of the program. This will include direct contact with artists including answering program related questions/ concerns, assisting in the completion of applications, assisting in travel arrangements.

REQUIRED EXPERIENCE AND EDUCATION

Upper division student in good standing who is enrolled in either the MUSM or ARTH program and has specific interest in Arts Management and Arts Programming

ESSENTIAL POSITION FUNCTIONS

Assist in the development of AiR promotional materials and distribution
Assist in answering questions and concerns presented by AiR applicant
Assist AiR applicants with applications including Wufoo technical help
Assist AiR coordinator with compiling and collating AiR applications
Assisting with AiR applicant selection committee including inviting committee members, arranging compensation and facilitating committee meetings
Assist with ordering equipment/ materials for AiR artists
Assist with arranging travel, accommodation and on campus studios for artists
Assist with AiR openings and events

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Excellent communication skills – phone, email and writing
Knowledge of basic Microsoft suite programs (outlook, excel, word...)
Ability to multitask
Ability to work in a group setting
Ability to work some evenings

WORKING CONDITIONS

The IAIA student must: adhere to appropriate professional standards of conduct and ethics, including confidentiality, integrity, and honesty; follow directives; adapt to changing work environment; cooperate and work respectfully with others; participate in meetings as required.
This job description does not list all the duties of the job. You may be asked by supervisor or manager to perform other assignments or duties. Management has the right to revise this job description.

Evaluation Procedure(s) and Schedule: Students will receive regular feedback from course faculty. Formal evaluations will be conducted within one week of the end of the employment period. Supervisors may use provided Work-Study Performance Evaluation form provided in IAIA Work-Study Manual for Students (page 14).