



**Job Title:** Artist in Residence Assistant (AiR)  
**Hours per week:** 15 hours maximum  
**Number of positions:** 1  
**Length of Employment:** August 21<sup>st</sup> – December 14<sup>th</sup>, 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).