

# **BOSTON COLLEGE ARTS COUNCIL GRADUATE ASSISTANT EVENTS, PROGRAMMING & OFFICE MANAGEMENT**

16–20 hours per week/\$20 hour

To apply: Email resume and a brief cover letter to Tatiana Flis at [flis@bc.edu](mailto:flis@bc.edu). Candidates from all academic fields should apply. Position starts at the end of August 2021. Position ends in early/mid May 2022 with the possibility of the successful candidate continuing on to a second year. Learn more about the Arts Council: [bc.edu/arts](http://bc.edu/arts)

Overall: The Office of the Arts Council is currently seeking a graduate student to assist with administrative and event management during the 2021–22 academic year. The graduate assistant will work directly with the Arts Council Chair and Program Administrator with all Arts Council-related projects.

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## **EVENT MANAGEMENT**

### **Freshman Fall Welcome, Academic and Involvement Fairs—Coordinator (Fall Semester)**

- Assist in coordination of the freshman fall welcome event “Discover the Arts” through all stages of planning and execution.
- Manage the coordination the Arts Council’s presence at the Academic and Involvement Fairs

### **Career Week in the Arts + Entertainment—Coordinator (Fall Semester)**

- Manage the “Career Week in the Arts + Entertainment” event through all stages of planning and execution, ensuring clear communication across all offices and participants.

### **MAD Fall Fair—Coordinator (Fall Semester)**

- Manage the “MAD Fall Fair” event through all stages of planning and execution.

### **Arts Festival—Assistant Director (Fall/Spring Semester)**

- Assist in overseeing the coordination of all programs over the three-day festival.
- Schedule and attend Production and Planning meetings
- Assist Marketing and Programming team with general Festival promotion and organization.
- Organize and oversee special events including Awards Ceremony and gallery openings and receptions.
- Manage alumni artists program—coordinate events and artist hospitality.
- Manage/Oversee ongoing activities: Community Chalkboard Project, Maker/Craft Sale

## **PROGRAMMING**

### **Awards Program—Coordinator (Fall/Spring Semester)**

- Collect and coordinate award nominations (Faculty and Alumni nominations in the Fall, and Student nominations in the Winter/Spring) and selection processes on behalf of Arts Council Chair and Program Administrator.
- Communicate with recipients and promote the awards ceremony and coordinate event logistics.

### **Gallery 203, Carney Gallery—Coordinator (Fall/Spring Semester)**

- Oversee the programming, scheduling and logistics of the exhibitions with the Gallery team. Including coordinating gallery labels with EaglePrint, coordinating key exchange with artists, marketing the events, and coordinating with the Office of Student Involvement.

### **Academic Programs—Coordinator (Fall/Spring Semester)**

- Coordinate the Make Art and Design (MAD) initiatives and workshop registrations in conjunction with the Provost's Office.
- Support Program Administrator and Arts Council Chair in developing new academic programs in the arts.

## Alumni Programs—Coordinator (Fall/Spring Semester)

- Manage Arts Council alumni database and contact information and research new contacts.
- Support events and programs for the Arts Council in collaboration with the Alumni Association, including programs for the Arts Alumni Network.

## OFFICE MANAGEMENT

- Assist Program Administrator with student staff application processes and hiring decisions.
  - Determine weekly staff meeting times for the entire Arts Council team at the beginning of each semester.
  - Coordinate staff schedules and office usage.
  - Serve as Office Manager, maintaining kitchen and office supplies inventory.
  - Assist program administrator with processing all staff orders for office supplies, professional printing, etc.
  - Attend Arts Council staff meetings and Executive Committee Meetings, assisting with materials preparation and meeting minutes.
  - Coordinate with the Boston College Arts Journal when needed, including assisting in editing content and schedule..
  - Manage Arts Council website (using internal University system AEM, for which GA will receive training). Includes: updating news and notes, getting involved links and writing all web copy and selecting/editing images.
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## Candidate Skills:

- Experience required in event planning and coordination.
- Ability to effectively manage multiple and competing priorities.
- Experience in staff management, especially in high-pressure situations.
- Excellent written and verbal communication skills.
- Proficiency with Google, Microsoft Office, and Adobe Creative Suite preferred.
- Background in one of the performing or visual arts is helpful.

## Notes:

- Position is end of August through middle of May, with possibilities for the summer work (though not required).
- Work will escalate through Spring semester until the festival.
- Must be available to work for the **entire festival week** (last week and weekend of April). Will work around class schedules.
- Payment is facilitated through the regular BC payroll system, following the BC student employment guidelines for salary. Payment is made weekly.
- Position reports to Program Administrator, Boston College Arts Council