

Outreach and Arts Education Fellow

The OAE Fellow will have the chance to be immersed in all aspects of the Outreach & Arts Education programming. Under the guidance of the OAE Department, the fellow will assist with planning, promoting and executing Visiting Performing Artist Series campus & community outreach events with increasing level of responsibility throughout the year. This fellowship is an opportunity to test an interest in arts education and develop skills in event planning, arts programming, research and design of educational materials, and campus and community outreach.

Additional responsibilities include:

- Guided research and creation of the Curricular Connections Guide, a quarterly publication for faculty linking Hop programs to Dartmouth classes;
- Producing one Collis Cabaret each term, a performance featuring Hop visiting artists and student performers;
- Weekly management of Outreach & Arts Education photo archive and Flickr account;
- Supporting Outreach Coordinator at monthly HopStops, free family performances that introduce young children to the performing arts;
- General office support including filing, mailing, organization, editing and data entry.

Qualifications: Fellow must be responsible, organized, punctual, friendly and polite. Attention to detail, online research skills, interest in the performing arts and solid writing and editing skills are required. Familiarity with Microsoft Word and Excel, FileMaker Pro and Adobe Creative Suite are a plus but not required. Applicants must be a '19 or '20 to qualify for this position and they must be available fall, winter and spring terms.