



## Producing Fellow

### *General Fellowship Requirements*

- Ability to commit to 10-15 hours per week during the Fall, Winter, and Spring Terms
- Flexible schedule to include evenings and weekends
- Must be a sophomore, junior, or senior Dartmouth student
- Demonstrated commitment to diversity and inclusion and serving the needs of a diverse population.

The Hop producing fellow works closely with Hop leadership – executive director, managing director/executive producer, and associate producer to conceptualize arts-based programs and events around campus. The fellow will gain a practical understanding of the full scope of producing an event or performance from concept to breakdown. This fellow's responsibilities may include doing research, writing, assisting with artist communications and assisting with all other aspects of producing. In addition, the fellow will serve as a liaison to internal departments such as operations (facilities, front of house, and production) and marketing.

### *Position Specific Requirements:*

- Candidate should have excellent written and oral communication skills
- Comfortable with various research methodologies
- Passion for the performing arts with an interest in the arts and humanities at large
- Strong organizational, interpersonal and time management skills