Hopkins Center for the Arts at Dartmouth *fellow*

Programming & Engagement 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 Programming & Engagement Fellow will be immersed in all aspects of the Programming Department's work, which includes academic residency activities, cross-campus connections, curation opportunities, and community engagement. The fellow will assist with planning, promoting and executing residency and performance events for the campus and the community, with growing 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.

Main Responsibilities include:

- Guided research and creation of the Curricular Connections Guide, a quarterly document facilitating integration course offerings and Hop Programming

- Support at visiting artists' performances and events throughout the academic year

- Brainstorming/planning residency events

-Facilitating outreach to student groups for Hop events

- Helping develop educational materials and programs

Position Specific Requirements:

- Responsible, organized, punctual, friendly, and polite.
- Strong attention to detail
- Online research skills
- Solid writing and editing skills
- Familiarity and relationships with numerous Dartmouth organizations, departments, and leaders across campus, both in the arts and in other areas.