



## Research and Community Outreach 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 research and community outreach fellow will help generate reports measuring the impact of Hopkins Center programs and grow connections with the Hanover and Upper Valley communities. This fellow will collect and analyze data and help generate comprehensive reports focused on actionable goals to inform all aspects of the Hopkins Center operations. Regarding community, this fellow will make and establish community connections, assist with family and K-12 programming, and brainstorm ideas for community partnerships. The goal of this position is to strike the balance between research and community engagement to foster meaningful connections with the performing arts in Hanover and the Upper Valley.

### *Position Specific Requirements:*

- Interest in research skills (strategic planning and curiosities)
- Excellent written and oral communication skills
- Strong leadership skills and be able to work in a collaborative environment
- Exhibit confidentiality and professionalism
- Comfortable interacting with community members of all ages
- Familiarity and comfort with current and new technology, such as Excel/Google Sheets, Qualtrics, and Tessitura (our ticketing system)