STUDENT ARTIST COORDINATOR
Reed Arts Week 2012
Job Description and Application Information

Description
The Student Artist Coordinator will administrate the Student Artists Funding Program. Further, through close communication with the RAW Coordinators and relevant administrative bodies, the Student Artist Coordinator will facilitate the execution of student artists’ projects.

Responsibilities
• Coordinate and administer the Student Artists Funding Program. The responsibilities include but are not limited to:
  - Creating a timeline for the entire process
  - Developing guidelines and applications
  - Publicizing the program to the Reed community
• Along with the Public Relations Coordinator, visit Art/Music/Dance/Theatre classes to talk with students about RAW
• Supervise artists to ensure responsible use of RAW funds, and ensure the realization of student art projects
• Communicate with members of the faculty regarding recommendations for student artists
• Serve as a resource to students regarding any problems which may arise prior to and during RAW
• Responsible for attending all RAW-related meetings and report regularly to the RAW Coordinators and the Assistant Director of Student Activities
• At the conclusion of the weekend, prepare a full report and evaluation of responsibilities and recommendations

Time Commitment
Average hours/week in fall semester and early spring semester: 7-10 hours/week. Be in town or contactable during Winter Break. Must be available every day of the week of RAW, February 29-March 4, 2012.

Remuneration
$450

Preferred Experience
• Strong organizational and communication skills
• Self-motivation and ability to direct other students
• Familiarity with campus services and student organizations
• Curatorial experience recommended

Application Requirements
Submit a résumé and cover letter describing relevant experience. Include two Reed references with phone numbers and fill out the attached schedule card. If you are new to the campus, please submit two references who can speak to your relevant experience.

Application Deadline
Bring applications to the Student Activities Office by 5 PM Friday, September 16.

Questions/Concerns?
For further information, contact RAW 2012 coordinators Tori Abernathy and Nick Irvin at reedartsweek2012@gmail.com.