Job Title: Post-Baccalaureate Fellow (full-time; salaried; temporary; exempt)  
Term: May 16, 2016-Jun. 30, 2017 (dates are negotiable with an optional second term)  
Reports to: Assistant Director and Marketing Manager, Emory College Center for Creativity & Arts (CCA)  
Salary: $29,000 (annual) dependent on experience  
Benefits: Emory benefits as a full-time, temporary staff member, including health coverage  

Duties:  
Marketing & PR Responsibilities  
• Initiate and execute marketing tactics to reach a student audience for arts events including:  
  o Representing the Arts at Emory during Orientation events  
  o Maintaining an arts presence at Wonderful Wednesdays  
  o Creating student oriented fliers for arts events and CCA programing  
  o Managing and promoting the Emory Arts Passport program  
  o Coordinating coverage of Arts events with the Emory Wheel, WMRE, and other student media outlets  
  o Work with Assistant Director to market CCA’s Project Grant and Out There Arts programs to students  
• Oversee social media efforts for Arts at Emory (Facebook, Twitter & Instagram)  
• Research, write, review and edit press releases and news stories  
• Conduct interviews with artists and create content for Emory Report arts coverage  
• Aid in maintaining Arts at Emory online and press calendar  
• Assist with creating content for and managing the Arts at Emory Email Club  

Student Initiatives  
• Plan and execute CCA Soiree at the beginning of fall semester  
• Act as Co-director of Stipe Society of Creative Scholars  
• Organize CCA student programming such as grant writing workshops, informational panels, etc.  
• Work with The Career Center to plan and execute Arts and Entertainment Networking Night and the Artist Survival Skills Workshops  
• Serve as Arts at Emory representative, coordinator, and liaison for student-facing campus departments such as the Office of Admissions, Orientation, and PACE program  

Administrative/Office Duties  
• Assist with Annual Creativity & Arts Awards Night at the start of spring semester  
• Coordinate catering of food/beverage services and clean-up for CCA Executive Committee, Arts Insiders, and CCA Advisory Board  
• Assist with special projects, research, and administrative needs for art departments and programs
**ADDITIONAL INFORMATION:** A large percentage of the intern’s assignments involve writing, organizing and coordinating, and communicating (especially phone calls and email) to colleagues or constituents on and off campus/within and beyond the Arts at Emory. **Regular work hours** are 9 – 5 Monday through Friday, plus special events. Flexibility in work schedule may be provided when arranged with supervisor in advance.

**Eligibility:** Emory College students/alumni who have graduated or will graduate between May 2014 and May 2016 with a major(s) and/or minor(s) in Theater, Music, Dance, IVAC, Film, Art History, and/or Creative Writing.

**Qualifications:**
- Exceptional writing, communications, research, time-management, and organization skills
- Strong knowledge and interest in marketing and communication with undergraduate student demographic
- Strong background, interest, and knowledge of the arts, especially the Arts at Emory
- Self-starter with proven ability to take initiative and complete projects
- Direct experience with multiple arts disciplines and Emory Arts departments preferred
- Some experience in graphic design and/or video editing is a plus, although not required
- Willingness and ability to travel on and off campus to distribute marketing material
- Positions in this classification may have various lifting requirements up to 20 pounds and require the ability to bend, stoop and twist.
- A valid Georgia driver’s license and consistent access to an insured, reliable vehicle.

**To apply please submit the following items by the deadline:**

1. A resume of professional, volunteer, artistic, and academic activities and achievements

2. A cover letter of no more than one single space page addressing the following:
   - Please describe how your experience and skills fit the job description and qualifications.
   - In your opinion, what would increase student attendance and participation in the arts on campus?
   - What do you hope to gain from this internship?
   - What are your long-term professional goals?

3. Please supply between 1 and 3 letters of recommendation from Emory faculty and/or staff by the application deadline.
Application materials are due by 4 p.m. on March 4, 2016

LATE APPLICATIONS CANNOT BE ACCEPTED (NO EXCEPTIONS).

If the Center for Creativity & Arts deems it necessary to schedule interviews with one or more candidates, those select candidates will be contacted by March 14, 2016.

Please email all of your application material files (including letters of recommendation) as Word or PDF attachments to a single email.

Submission Procedure: Email your application materials to Dr. R. Candy Tate, Assistant Director, Center for Creativity & Arts, candy@emory.edu by the aforementioned deadline.