

## AAD/CCACP Graduate Fellowship Positions 2014-2015

Term	FTE	Assignment	Supervisor	GTF/GRF/GAF
<b>Summer 2014</b>	0.49	ChinaVine Fellow	Blandy	Lederman
<b>Fall 2014</b>	0.49	Events & Communication Fellow	Rinaldi	Joshua Francis
	0.49	Operations & Development Coordinator Fellow	Rinaldi	Meredith Wong
	0.49	ChinaVine Fellow	Blandy	Bridget Hall
	0.4	AAD 250 Art & Human Values + 20th Anniversary	D. Turner + Rinaldi	Bea Ogden
	0.2	AAD 251 Art & Visual Literacy	Gurley	Pooria Manoochehri
	0.4	AAD 252 Art & Gender + 20th Anniversary	J. Voelker-Morris + Rinaldi	Erin Empey
	0.49	AAD/JSMA Strategic Alliance GTF (AAD covers 1/2)	Abia-Smith	Nori Rice
<b>Winter 2015</b>	0.49	Events & Communication Fellow	Rinaldi	Joshua Francis
	0.49	Operations & Development Coordinator Fellow	Rinaldi	Meredith Wong
	0.49	ChinaVine Fellow	Blandy	Bridget Hall
	0.2	AAD 250 Art & Human Values	Radaelli	Pooria Manoochehri
	0.49	AAD/JSMA Strategic Alliance GTF (AAD covers 1/2)	Abia-Smith	Nori Rice
<b>Spring 2015</b>	0.49	Events & Communication Fellow	Rinaldi	Joshua Francis
	0.49	Operations & Development Coordinator Fellow	Rinaldi	Meredith Wong
	0.49	ChinaVine Fellow	Blandy	Bridget Hall
	0.4	AAD 250 Art & Human Values + AAAE Conference	Hager + Rinaldi	Bea Ogden
	0.2	AAD 251 Art & Visual Literacy	Gurley	Pooria Manoochehri
	0.4	AAD 252 Art & Gender + AAAE Conference	J. Voelker-Morris + Rinaldi	Erin Empey
	0.49	AAD/JSMA Strategic Alliance GTF (AAD covers 1/2)	Abia-Smith	Nori Rice

*Platform for infrastructure*  
*EC ACP*  
*100M. enigma*  
*to + research*  
*to + adv. proj. support*  
*fund develop*  
*for CCACP*  
*research inst. init.*

*unic. develop*

*can hire RA w/ fac spec. #*

**Arts & Administration Program**  
**Graduate Teaching & Research Fellowships\* 2014-2015 Academic Year**

**GRADUATE FELLOWSHIP TITLES AND DESCRIPTIONS**

**TEACHING POSITIONS (There are 4 individual terms available):**

**Fall 2014**

AAD 250 Art & Human Values, David Turner

AAD 252 Art & Gender, Julie Voelker-Morris

**Spring 2015**

AAD 250 Art & Human Values, Dr. Lori Hager

AAD 252 Art & Gender, Julie Voelker-Morris

**POSITIONS DESCRIPTION**

Teaching Fellows support the professor during lectures, lead breakout and discussion groups, provide grading support, and take other duties as assigned by the professor in support of the class. Appointments are at .20 FTE (where 1.00 is full-time). Each position requires approximately eight (8) hours of work per week, for a total of 88 hours per term, with a monthly stipend of \$256. Each Teaching Fellow reports directly to the professor to whom they are assigned. Supervisor: the faculty member who teaches the course.

**DUTIES AND RESPONSIBILITIES**

Each instructor of record will assign specific duties and responsibilities to their Teaching Fellow based on their own pedagogical approach to the course. Duties and responsibilities of the Teaching Fellow could include all or some of the following: grading support, which will include, but not be limited to, reading and scoring weekly assignments and grading mid-term and final exams/papers; assistance and/or autonomy in leading in-class discussion groups, monitoring groups' activities and scoring their participation; responding to students' questions about course assignments and expectation, as well as grading standards and interpretation; attending class lectures; preparing and delivering part of one lecture during the term; assisting with course preparation and disseminating course materials; setting up classroom AV equipment before each class session; assist in maintenance of Blackboard or other online teaching environment; take roll and tally absences; meet with instructor of record for course planning and updates; and hold office hours at least once per week. Specific duties and responsibilities will be determined at the start of the term in consultation with the instructor of record.

**QUALIFICATIONS FOR THE POSITION**

Knowledge in the area of an arts discipline such as the visual arts, theatre, dance, music, folklore, literary arts, and/or the humanities and an understanding of how the arts intersect with human values, visual literacy, and/or gender. Demonstrated experience in writing and presenting on arts-related topics. Ability to collaborate with and assist the instructor of record in delivering course content, understanding teaching objectives, and evaluating demonstration of student learning. Ability to work independently and meet deadlines. Ability to clarify course requirements and engage in potentially contentious conversations about grading standards and outcomes.

**WORKING CONDITIONS**

Work space is provided by the AAD Program for all Fellows and Graduate Fellows are expected to work in their assigned space. Access to work tables, telephone, and Macintosh computers, for use on the job, are provided.

**Teaching Fellowships may be combined with an additional .29 FTE** to work with faculty and/or staff on AAD/CCACP program/research initiatives. Specific duties will be assigned before the beginning of the appointment period and may include assistance with research, communications, document management, project management, identification and acquisition of data, etc. This position will require an additional eight (11) hours of assistance per week, for a total approximate compensation of \$1,376 per month. Supervisor: TBA.

#### **HOW TO APPLY**

In-coming students are encouraged to apply, but preference is given to second-year graduate students in the Arts & Administration Master's degree program. GTFs must be continuously enrolled in at least 9 graduate credits throughout the duration of their GTF employment. **An application to this position indicates that you are willing to return to Eugene and to be on campus to meet with your supervisor and execute the duties of this position on Monday, September 16, 2014 at 9 a.m.**

To apply, ***please submit six (6) complete copies*** of a completed application, that includes

1. the application form (attached here).
2. a letter of interest describing your experience and qualifications in teaching, teaching assistance, and/or writing and presenting on an arts discipline such as the visual arts, theatre, dance, music, folklore, literary arts, and/or the humanities and an understanding of how the arts intersect with human values, visual literacy, and/or gender. Your letter should specifically describe your qualifications for this position.
3. a copy of your current resume.

*Graduate Fellowships will be appointed based on departmental needs and successful applicants will be assigned to the area that faculty determines best suits the applicant's ability and the needs of the Program.*

**Applications are due no later than 4:00 P.M. on FRIDAY, May 9, 2014** in the Arts & Administration Program Office. Please mail six (6) copies of your application packet by U.S. postal service to:

Arts & Administration Program  
Attn: Maia Howes  
5230 University of Oregon  
Eugene, OR 97403-5230

or drop off six (6) copies of your application packet in Maia Howes' mailbox in 251E Lawrence Hall.

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**\*Students who are receiving Laurel Awards are not eligible to apply for a Graduate Fellowship position.**

**Arts & Administration Program  
Graduate Administrative Fellowship\*  
Events and Communication Coordinator**

**POSITIONS DESCRIPTION**

The Events and Communication Coordinator will plan, coordinate, and execute co-curricular events and develop and maintain communication projects for the Arts & Administration Program and the Center for Community Arts and Cultural Policy (AAD/CCACP) including the productions of newsletters, event invitations, web content and design, weekly event notices, brochures, press releases, planning, coordinating, and implementing events, photographing events and creating content for and maintaining print, web, and social media.

The appointment is at 0.49 FTE (where 1.00 is full-time). This position requires approximately 19 hours of work per week, for a total of 215 hours per term, with an approximate monthly stipend of \$1,376. Supervisor: Tina Rinaldi.

**DUTIES AND RESPONSIBILITIES**

Plan and execute all aspects of AAD/CCACP activities spanning external and internal relations, publications and presentations, design and branding, marketing/promotion, web and social media, and co-curricular and outreach/engagement events. Coordinate communications and events that will engage a variety of stakeholders including current faculty, staff, researchers, and campus and community partners; alumni; prospective students; educators, policy makers, and professionals in the cultural sector.

Identify and coordinate resources and workflow aligned with AAD/CCACP goals, serving as a liaison to AAD/CCACP faculty, staff, and students to coordinate print and web projects with A&AA Office of External Relations and Outreach and A&AA Web Services.

Write and edit print and web content to engage a variety of internal and external audiences, to include copy for brochures and marketing collateral, content for e-newsletters and mass emails, feature stories for web and social media, and CCACP annual bulletin and student research journal. Maintain current and dynamic content through frequent posts and edits to web and social media content for AAD/CCACP. Develop, write, and edit materials according to AAD/A&AA/UO brand and publication standards. Create and maintain production and workflow timelines for all event and communication implementation.

Coordinate with AAD/CCACP faculty and staff to plan and implement co-curricular and outreach/engagement events such as campus visiting scholars, fieldtrips, advocacy events, student and faculty presentations, and recruitment.

Execute all aspects of AAD/CCACP event coordination including travel arrangements, contracting and billing, venue procurement and set up, catering, identifying guests and tracking RSVPs, promoting, evaluating, documenting, and creating pre- and post-event communications. Plan and carry out special initiatives and events as assigned.

In 2014-2015, AAD will be hosting the first ever on-site AAD Alumni Reunion in celebration of our 20<sup>th</sup> anniversary during Homecoming Week in fall 2014 and will be hosting the Association of Arts Administration Educators annual conference in Portland in spring 2015. In addition to the duties listed above, the Event and Communication Coordinator will be integrally involved in planning and executing both of these events.

Manage the AAD/CCACP constituent database (on BatchBook platform) and train others to use the database based on defined standards and protocols.

This position works closely with and collaborates with the AAD/CCACP Operations and Development Coordinator with several duties overlapping and intersecting.

Collaborate with student workers and manages the workflow of AAD/CCACP initiatives in this portfolio.

## QUALIFICATIONS FOR THE POSITION

Demonstrated experience in event planning and implementation; excellent writing and editing skills; knowledge of and ability to utilize graphic design standards and create print and digital collateral according to those standards; ability to independently synthesize detailed information from a variety of sources and to translate materials for varied audiences and strategic purposes, with close attention to nuances of wording, style, and tone; ability to independently anticipate and creatively solve event and communication related problems; database management experience and ability to train others on database standards and usage; ability to work both collaboratively and independently to meet deadlines.

## WORKING CONDITIONS

Work space is provided by the AAD Program for all Fellows. Graduate Fellows are expected to work in their assigned space. Access to work tables, telephone, and Macintosh computers, for use on the job, are provided.

## HOW TO APPLY

In-coming students are encouraged to apply, but preference is given to second-year graduate students in the Arts & Administration Master's degree program. GTFs must be continuously enrolled in at least 9 graduate credits throughout the duration of their GTF employment. **An application to this position indicates that you are willing to return to Eugene and to be on campus to meet with your supervisor and execute the duties of this position on Monday, September 16, 2014 at 9 a.m.**

To apply, ***please submit six (6) complete copies*** of a completed application, that includes

1. the application form (attached here).
2. a letter of interest describing your experience and qualifications in event management and communications coordination. Your letter should specifically describe your qualifications for this position. Given that this position will be responsible for planning and executing large, multi-day events, please describe your experience and specify your exact role in executing large events.
3. a copy of your current resume.

***Please also submit one (1) copy of:***

1. a portfolio or other documentation demonstrating your success in event and communication coordination.

*Graduate Fellowships will be appointed based on departmental needs and successful applicants will be assigned to the area that faculty determines best suits the applicant's ability and the needs of the Program.*

**Applications are due no later than 4:00 P.M. on Friday, May 9, 2014** in the Arts & Administration Program Office.

Please mail six (6) copies of your application packet by U.S. postal service to:

Arts & Administration Program  
Attn: Maia Howes  
5230 University of Oregon  
Eugene, OR 97403-5230

or drop off six (6) copies of your application packet in Maia Howes' mailbox in 251E Lawrence Hall.

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**Arts & Administration Program  
Graduate Administrative Fellowship\*  
Operations and Development Coordinator**

**POSITIONS DESCRIPTION**

The Operations and Development Coordinator coordinates entrepreneurial and revenue-focused program development activities for the Arts & Administration Program and the Center for Community Arts and Cultural Policy (AAD/CCACP). This position will support research and planning associated with development of new and ongoing undergraduate and graduate academic programs, as well as the analysis of the relationships and funding models associated with all AAD/CCACP programs. This position is responsible for supporting and implementing streamlined management systems for all AAD programs. This position will be responsible for extensive research related to new and existing AAD/CCACP projects, and will assist with fundraising and grantwriting associated with CCACP-housed research initiatives. The position involves coordination and collaboration with the AAD faculty and staff, the A&AA development staff, the A&AA fiscal affairs office, and other A&AA offices.

The appointment is at 0.49 FTE (where 1.00 is full-time). This position requires approximately 19 hours of work per week, for a total of 215 hours per term, with an approximate monthly stipend of \$1,376. Supervisor: Tina Rinaldi.

**DUTIES AND RESPONSIBILITIES**

Advance AAD/CCACP initiatives by providing support, research, and coordination in the development and ongoing operations of AAD/CCACP projects. The Operations and Development Coordinator will allocate significant time to the following duties: project management; data management; research; and financial management. Other primary duties and responsibilities include:

Identification and coordination of resources and workflow timelines aligned with AAD/CCACP goals.

Development of supporting and exploratory research associated with AAD/CCACP initiatives; and integration of that data into meaningful and representative writing for use in various proposals, research summary documents, and annual reports.

Act as a liaison and sometimes as a representative of AAD/CCACP participation in various community projects.

Act as a resource steward maintaining access to digital and physical resources for students, faculty, and staff; managing documentation for AAD/CCACP operations and initiatives; and executing and maintaining compliance with UO records retention policies.

Manage the content and organization of the CCACP website, including the management CCACP generated digital publications. Collaborate with Web Services to develop additional webpages.

Develop evaluation surveys through Qualtrics following workshops, events, and conferences. Summarizing key data and information points that are relevant to program development.

Plan and carry out special initiatives and events as assigned.

This position works closely with and collaborates with the AAD/CCACP Events and Communication Coordinator with several duties overlapping and intersecting.

Collaborate with student workers and manage the workflow of AAD/CCACP initiatives in this portfolio.

**QUALIFICATIONS FOR THE POSITION**

A systems-thinking orientation, organizational skills, database management experience, excellent writing skills, financial management skills, project management experience, and attention to detail are required for this position. Demonstrated experience in project development, management, and implementation; excellent writing and editing

skills; knowledge of and ability to perform, organize, present, and integrate research; ability to synthesize detailed information from a variety of sources and to translate materials for varied audiences and strategic purposes, with close attention to nuances of wording, style, and tone; ability to navigate grant databases and identify promising funding opportunities across a spectrum of AAD/CCACP projects; ability to anticipate and creatively solve operations and development related problems; ability to work both collaboratively and independently to meet deadlines.

#### **WORKING CONDITIONS**

Workspace is provided by the AAD Program for all Fellows and Graduate Fellows are expected to work in their assigned space. Access to work tables, telephone, and Macintosh computers, for use on the job, are provided.

#### **HOW TO APPLY**

In-coming students are encouraged to apply, but preference is given to second-year graduate students in the Arts & Administration Master's degree program. GTFs must be continuously enrolled in at least 9 graduate credits throughout the duration of their GTF employment. **An application to this position indicates that you are willing to return to Eugene and to be on campus to meet with your supervisor and execute the duties of this position on Monday, September 16, 2014 at 9 a.m.**

To apply, ***please submit six (6) complete copies*** of a completed application, that includes

1. the application form (attached here).
2. a letter of interest describing your experience and qualifications in program operations and development. Your letter should specifically describe your qualifications for this position.
3. a copy of your current resume.

***Please also submit one (1) copy of:***

1. a portfolio or other documentation demonstrating your success in program development and program operations.

*Graduate Fellowships will be appointed based on departmental needs and successful applicants will be assigned to the area that faculty determines best suits the applicant's ability and the needs of the Program.*

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**Arts & Administration Program  
Graduate Research Fellowship\*  
ChinaVine**

**POSITIONS DESCRIPTION**

The ChinaVine Graduate Research Fellow serves as a research assistant to Doug Blandy. The focus of research assistance will be his research associated with ChinaVine. This position requires expertise in cultural interpretation coupled with expertise in communicating cultural interpretation in a web-based social media environment. This position is for Summer and Fall terms 2014 and Winter and Spring terms 2015. The position requires nineteen hours of work per week, for a total of 215 hours per term, with an approximate monthly stipend of approximately \$1,349.

The appointment is at 0.49 FTE (where 1.00 is full-time). This position requires approximately 19 hours of work per week, for a total of 215 hours per term, with an approximate monthly stipend of \$1,376. Supervisor: Doug Blandy.

**ChinaVine Overview and Mission**

ChinaVine is a collaboration between the Cultural Heritage Alliance (CHA) at the University of Central Florida (UCF) and the Center for Community Arts and Cultural Policy (CCACP) at the University of Oregon (UO). At this time the principal collaborator in China is the Folk Art Institute (FAI) at Shandong University of Art and Design (SUAD) in Jinan. ChinaVine's mission is to educate English-speaking youth and adults about the material and intangible culture of China. This first effort focuses on Shandong Province. The primary means by which the mission is achieved is through an interactive website, created by a diverse disciplinary group of students and faculty associated with CHA, CCACP, and FAI. Each partnering organization has contributed text, still images, and video. The design, implementation, and hosting of ChinaVine is facilitated by UCF. To see samples of current projects, go to: <http://www.chinavine.org/>

**DUTIES AND RESPONSIBILITIES**

Advance ChinaVine initiatives by providing support, research, and coordination in the development and ongoing operations of ChinaVine projects. The person in this position will allocate significant time to the following duties: project management; data management; website development, and research. The person in this position will also be responsible for the identification and coordination of resources and workflow timelines aligned with ChinaVine goals. Finally, the person in this position will also plan and carry out special initiatives and events as assigned.

**QUALIFICATIONS FOR THE POSITION**

A systems-thinking orientation, organizational skills, database management experience, and demonstrated experience in project development, management, and implementation; excellent writing and editing skills; knowledge of and ability to perform, organize, present, and integrate research; ability to synthesize detailed information from a variety of sources and to translate materials for varied audiences and strategic purposes; ability to anticipate and creatively solve operations and development related problems; ability to work both collaboratively and independently to meet deadlines. Familiarity with website development and maintenance. Experience with Drupal, Wordpress, and other content management website systems.

**WORKING CONDITIONS**

Workspace is provided by the AAD Program for all Graduate Fellows. Access to work tables, telephone, and Macintosh computers, for use on the job, are provided.

GTFs must be continuously enrolled in at least 9 graduate credits throughout the duration of their GTF employment. **An application to this position indicates that you are willing to return to Eugene and to be on campus to meet with your supervisor and execute the duties of this position on Monday, September 16, 2014 at 9 a.m.**

**HOW TO APPLY**

In-coming students are encouraged to apply, but preference is given to second-year graduate students in the Arts & Administration Master's degree program. GTFs must be continuously enrolled in at least 9 graduate credits throughout the duration of their GTF employment. **An application to this position indicates that you are willing to return to**



**Eugene and to be on campus to meet with your supervisor and execute the duties of this position on Monday, September 16, 2014 at 9 a.m.**

To apply, **please submit six (6) complete copies** of a completed application, that includes

1. the application form (attached here).
2. a letter of interest describing your experience and qualifications as described in the position description for the ChinaVine Research Fellow. Your letter should specifically describe your qualifications for this position.
3. a copy of your current resume.

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**Arts & Administration Program  
Graduate Administrative Fellowship\*  
Arts and Healthcare Coordinator**

**POSITION DESCRIPTION**

The Arts and Healthcare Coordinator will provide research skills, administrative tasks, and program development associated with the UO Consortium for Arts in Healthcare (<http://oregonartsinhealthcare.wordpress.com>) specific to designing and coordinating museum-based arts programs and initiatives with local/regional healthcare institution partners — specifically PeaceHealth Sacred Heart Medical Center, Samaritan Health Services, and OHSU. Programs will be focused on medical personnel, residents and students. The GTF will also assist with Jordan Schnitzer Museum of Art's (JSMA) "Art Access" program development, exhibitions, and assessment and create protocols and conduct research for improved services for patients in healthcare settings, visitors with disabilities on site in museum education programs. .

The appointment is at 0.49 FTE (where 1.00 is full-time). This position requires approximately 19 hours of work per week, for a total of 215 hours per term, with an approximate monthly stipend of \$1,376. Supervisor: Lisa Abia-Smith

**DUTIES AND RESPONSIBILITIES**

- Research current and best practices in arts in health program management, arts in health research protocols, culture of healing and disseminate research for AAD program director, JSMA director of education, and AAD arts and healthcare team.
- Identify and coordinate resources and workflow aligned with Arts in Healthcare Research Team, serving as a liaison to AAD director and JSMA director of education to coordinate arts programs and projects with JSMA and AAD.
- Coordinate with JSMA director of education to plan and to implement co-curricular and outreach/engagement events relating to accessible arts and arts and healthcare such as campus visiting scholars, fieldtrips, advocacy events, student and faculty presentations, and recruitment.
- Execute aspects of the museum's VSA Art Access event coordination at the JSMA including program evaluation, documentation, and development of pre- and post-event communications. Plan and carry out special initiatives and events as assigned.
- In 2014-2015, the JSMA will enter its 3-year contract with the Kennedy Center for the Performing Arts VSA program, (accessible arts for children with disabilities). The GTF will manage the VSA program documentation and program evaluation and assist with interpretive materials for exhibition display.
- The JSMA will be working with an international contemporary artist in 2016 who will create an exhibition focusing on creating equality around people with disabilities. The GTF will assist with grant writing support, editing research material for contribution in the grant proposal.
- Provide administrative and research support for courses content and program development using Visual Thinking Strategies in an arts and healthcare setting and with medical students.
- Manage and document the JSMA's Arts and Healthcare program development for adults in assisting living centers with traumatic brain and spinal injuries and assist director of education with interpreting logic models and outcomes.
- Collaborate with AAD arts and healthcare graduate students workers and department chair on program

**QUALIFICATIONS FOR THE POSITION**

Demonstrated experience in arts therapy, arts as healing, or arts and healthcare program development or teaching. Experience with arts education program planning and implementation; excellent research, writing and editing skills; knowledge of and ability to develop evaluation methods for program assessment; ability to independently synthesize detailed information from a variety of medical and visual and performing arts sources and to translate materials for varied audiences and strategic purposes. Proficient database management experience, strong project management skills; and ability to work both collaboratively and independently to meet deadlines.

**WORKING CONDITIONS**

Work space for this position is provided by both the JSMA and AAD Program for this fellow. Graduate Fellows are expected to work in their assigned space. Access to work tables, telephone, and Macintosh computers, for use on the job, are provided.

**HOW TO APPLY**

In-coming students are encouraged to apply, but preference is given to second-year graduate students in the Arts & Administration Master's degree program. GTFs must be continuously enrolled in at least 9 graduate credits throughout the duration of their GTF employment. An application to this position indicates that you are willing to return to Eugene and to be on campus to meet with your supervisor and execute the duties of this position on Monday, September 16, 2014 at 9 a.m.

To apply, *please submit six (6) complete copies* of a completed application, that includes

1. the application form (attached here).

2. a letter of interest describing your experience and qualifications in the field of arts and healthcare and program administration. Your letter should specifically describe your qualifications for this position. Because this position will be responsible for conducting research for the AAD Arts and Healthcare program, please describe your experience with academic research and the ability to synthesize and report on findings.
3. a copy of your current resume.

**Please also submit one (1) copy of:**

1. a portfolio or other documentation demonstrating your experience with arts and healthcare.

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