Five College Dance Office Assistant

Job Type: On Campus
Summer Position: No
Office/Organization: Five College Dance Department
City / Town: Amherst
Location: Dance Building, Hampshire College (student will need to factor in bus or car transportation if work-study person is off campus)

Job Description: Five College Dance (FCD) seeks a reliable, enthusiastic, and creative Office Assistant, who will support the Director and her Administrative Coordinator. The FCDD, a collaboration of the dance departments and programs from Amherst, Hampshire, Mount Holyoke, and Smith Colleges and the University of Massachusetts Amherst, functions as a unique inter-campus program that makes a wide array of dance classes, performance opportunities, communities, projects, and events available to faculty and students across the five schools. The FCDD Office Assistant plays a vital role in the communication and organization that makes this inter-campus coordination possible. The Office Assistant will also crucially contribute ideas to maximize student involvement in and exposure to FCD programs.

While we welcome all students to apply, this position is particularly suited to students interested in careers in the arts, particularly arts administration and creative producing. The Office Assistant will receive invaluable training and experience in this field, mentorship from the Director, and connections to performing artists and arts organizations in the Five Colleges, the region, and in the nation.

This is an academic-year-long position with possibility for renewal.

Responsibilities:

- Compiling course statistics
- Updating mailing and distribution lists
- Updating content on the FCD website
- Helping envision and create content for FCD social media (experience with Facebook and Instagram)
- Gathering and organizing information from the distinct departments
- Assisting as needed with advance coordination for FCD events
- Other duties as assigned

Requirements:

- Enrolled at one of the Five Colleges September 2019-May 2020
- Work-study eligibility
- Access to transportation to/from work (FCD office located at Hampshire)
- Computer-literate and comfortable using a Mac (must be able to use Excel and Google Drive)
● Experience updating website content or willingness to learn
● Professional communication skills, both written and spoken
● Detail-oriented and thorough
● Self-motivated, punctual, and responsible
● Interest in dance, performance, and/or arts administration a plus

Availability Requirements:

The position requires approximately 5 hours/week throughout the academic year. The work schedule is flexible, but the majority of the work should be completed in the office during our normal business hours of M-F, 9:00 a.m.-5:00 p.m. Exact schedule will be worked out in advance week-to-week with the Director.

Work Study Required: Yes
Number of Positions: One
Contact Name: Alexandra Ripp
Contact Email: aripp@fivecolleges.edu
Contact Phone: 413.559.5499