Five College Dance Office Assistant

Job Type: On Campus
Summer Position: No
Office/Organization: Five College Dance Department
City / Town: Amherst
Location: Music and Dance Building, Hampshire College (student will need to factor in bus or car transportation if work study student is off campus). Pending campuses’ COVID-19 measures in AY 21/22, the position may be remote as needed.

Job Description: Five College Dance (FCD) seeks a reliable and creative Office Assistant, who will support the Director and the Program Coordinator. FCD, 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 FCD 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. The Office Assistant provides the FCD office with both administrative support and creative input.

While we welcome all students to apply, this position is particularly suited to students involved in Five College Dance and, more broadly, students interested in careers in the arts, particularly arts administration. The Office Assistant will receive invaluable training and experience in arts administration, mentorship from the Director, and opportunities to connect with performing artists and arts organizations in the Five Colleges, the region, and in the nation.

This is a 2021-2022 academic year position, with the possibility to renew in 2022-2023. Start date is September 2021, with a remote orientation in early May 2020. Only students who anticipate being enrolled through spring term 2022 are eligible to apply.

Interested applicants should send a short statement of interest to Alexandra Ripp, Director of Five College Dance, by Monday, April 12, 2021. Please address these points:

- What skills would you bring to this job?
- What experiences and perspectives would you bring to this job?
- How does this position further your personal and/or professional goals?
Responsibilities:

- Updating mailing and distribution lists (alumni, high school dance programs, etc.)
- Compiling weekly e-blast materials (events, news, opportunities in FCD and beyond)
- Organizing departmental files, photos, and historical records
- Gathering and organizing information from the distinct departments as needed
- Assisting with social media (Facebook, Instagram) content creation
- Engaging in brainstorming and implementation of new projects, initiatives, modes
- Checking and responding to FCD general emails
- Assisting as needed with advance coordination for FCD events

Requirements:

- Enrolled at one of the Five Colleges during the 2021-2022 academic year
- Availability to serve in this role in fall 2021 and spring 2022
- Work-study eligibility
- Access to transportation to/from FCD office at Hampshire as needed
- Computer-literate and comfortable using/learning to use a Mac (the office computer)
- Comfortable with Excel and Google Drive, or willing and able to learn
- Experience creating social media content, or willing and able to learn
- Detail-oriented and thorough
- Self-motivated and responsible -- able to manage competing projects and work independently
- Highly collaborative and communicative --- high comfort working with a team and in dynamic situations
- Flexible, inventive, and able to think outside of the box
- Interest in dance, performance, and/or arts administration a plus

The Five College Dance office is committed to building an inclusive and equitable working and learning environment for all students, staff, and faculty. Our program and work thrive when individuals diverse in age, gender identity, race, sexual orientation, ability, ethnicity, experience, and perspective participate and engage with full support. To this end, we particularly welcome the applications of students who have been traditionally underrepresented in the field of dance.

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, 8:30 a.m.-4:30 p.m. Exact schedule will be worked out in advance week-to-week with the Director and Program Coordinator.
Work Study Required: Yes
Number of Positions: One
Contact Name: Alexandra Ripp
Contact Email: aripp@fivecolleges.edu
Contact Phone: n/a for spring 2021