

**Graduate Apprenticeship for the Fine Arts Living-Learning Center
(Program Coordinator)**

Division: College of Arts and Sciences
Departments: Theatre Arts, Art, Film & Digital Media and the School of Music
Responsible to: Director of the Creative Arts Experience and Fine Arts Living-Learning Center

Job Summary:

The graduate apprentice (GA) for the Fine Arts Living-Learning Center works with the Program Director in order to establish meaningful community within the FA-LLC. Specifically, the GA will have duties advising and mentoring our student leadership team, including 1:1's with students and weekly team meetings. They will also plan and implement large-scale student programs, such as community dinners, with a fine arts focus and field trips throughout Texas including the Austin Film Festival, Dallas Opera and Dallas Symphony. In addition, they will have other opportunities to work closely with faculty and establish meaningful partnerships. The GA also conducts housing placement, application review, marketing, and assessment for the Fine Arts Community.

This is an independent position that allows the GA to be visionary/creative and be able to assess the program and make changes and improvements freely; such opportunities include designing student leader and Welcome Week leader training, community dinners, etc. **This position covers a wide cross-section of higher education areas including: academic affairs, residence life, student development, and programming.** A background or interest in at least one Fine Arts subject (music, theater, art, or film) is preferred but not required.

Responsibilities:

Student Leadership

- Hire, train, and mentor student leaders for Welcome Week and leadership team
- Advise the Fine Arts Student Leadership Team and attend their meetings
- Hold office hours to meet and mentor students in the program

Event Planning and Programming

- Create additional events/schedule for Welcome Week (Fine Arts LLC students only)
- Oversee the development and integration of service projects within the FA-LLC Course
- Coordinate with leadership team on planning and implementing community dinners, Dr. Pepper hours, professor panels, and other programming as needed

Marketing

- Process and communicate with students and parents on their housing assignments and housing issues
- Create flyers and text campaigns to market events and programs, including social media campaigns
- Assist in developing marketing and PR materials to promote the Fine Arts LLC

Administrative

- Take minutes and co-lead Fine Arts LLC Advisory Board meetings
- Assist with updating and accepting student applicants to the program
- Create the yearly program calendar

****Evening and weekend work required and other duties as assigned***

For more information on the LLC, please visit our website: <http://www.baylor.edu/fineartsllc/>