

Gallatin Arts Festival 2009 **Student Leadership Team Positions**

Apply to the Student Leadership Team – the lifeblood of the Gallatin Arts Festival!

For one week each April, the Gallatin community celebrates the arts through a student arts festival. Created in our new gallery and performance spaces, the Festival showcases the artistic vision of our students. Such a large-scale event requires a team of dedicated and passionate students working alongside Gallatin faculty. Members of the Student Leadership Team will learn how to build a festival, and along the way will help develop its theme, plan its logistics, and launch the largest event of its kind at Gallatin!

There are many roles to play, appealing to a variety of backgrounds and interests!

Students will have the opportunity to take advantage of workshops and special programs specifically geared for the Student Leadership Team, including seminars and training sessions with New York City professionals working in arts administration and production. These positions offer invaluable hands-on experience in the areas of arts management and large scale event planning. *Internship credit will be available for students participating on the Student Leadership Team for spring 2009.*

As a member of the Student Leadership Team, you will play a vital role in creating the vision of the 2009 festival. The Student Leadership Team will convene twice in the fall to generate the theme of festival. These mandatory meetings will occur on **Friday, October 17, 3:00-5:00pm** and **Friday, October, 24, 3:00-5:00pm**. **GAF will be held from April 6 through 11, 2009.**

It is important to note that the nature of the SLT positions are fluid. Primary responsibilities are described below; however, over the course of the spring semester students will work together to assist one another with tasks and assignments. Membership on the SLT requires a commitment to meet once a week for a 2-hour meeting throughout the entire spring semester in addition to the completion of tasks outside the meeting time.

Applications due: Monday, October 6, 2008 by 5:00pm in the Arts Faculty GA mailbox located outside room 428 on the 4th floor of 715 Broadway.

Students will be notified on October 15 regarding the status of their application.

Artist Liaison

The Artist Liaison will oversee general communication from the Artistic Staff to GAF artists and participate in the planning of artist information sessions as well as development workshops. The Artist Liaison will develop a “what-you-need-to-know” packet for visual and performing artists participating in GAF. The Artist Liaison will collaborate with the Gallery Curator on the development of a workshop to help artists make their artwork installation-ready as well as assisting in the coordination of the Festival hang.

Publications Designer

The Publications Designer will create a visual identity for GAF based on the theme created by the Student Leadership Team. The Designer will also collaborate with the marketing coordinator on the creation of posters, postcards, and other publications for the festival. The Publications Designer will also collaborate with the Graduate Assistant on the posting of material on the web, but he or she will not be responsible for maintenance of the web site. **Please submit work samples with application.**

Marketing Coordinator

The Marketing Coordinator will oversee all aspects of marketing the Gallatin Arts Festival including email and written communication, publication of promotional materials, as well as advertising to various student groups and offices within the NYU community. This includes generating a marketing timeline that will be strictly adhered to throughout the festival preparation.

Assistant Production Stage Manager

The APSM will collaborate with a professional production stage manager to oversee the logistical aspects of the performing arts events during and leading up to GAF in the Jerry H. Labowitz Theatre. The APSM will recruit students to serve as stage managers for each of the performing arts evenings and participate in a training workshop for the stage managers in collaboration with the Artistic Director. The APSM will play a critical role in setting the production calendar in the spring; this will include scheduling and coordinating the technical rehearsals and dress rehearsals. Previous stage management experience required.

Gallery Curator

The Gallery Curator will collaborate with an appointed visual arts faculty member on the execution of the visual arts presentation of the festival. The Gallery Curator will be responsible for getting to know the artists' work in the spring and organizing the work for the Festival showing. The Gallery Curator will also develop a workshop on how to make artwork installation-ready for the Festival hang. The Gallery Curator will write text for all gallery signs/artwork labels as well as develop and conduct gallery tours during the Festival. Previous gallery experience required.

Technical Director

This role will coordinate the technical aspects of the performing arts events occurring in the Jerry H. Labowitz Theater and coordinate the student technical crews. The TD will delegate duties to student teams and manage artists' completion of required technical hours. Previous tech experience is required.

Student Leadership Team Application
Due: Monday, October 6, 2008, 5 pm

Please submit this completed application along with your cover letter and resume by October 6, 2008 to:

GAF 2009 - 715 Broadway, 4th floor, NY, NY 10003
Arts Graduate Assistant Mailbox (outside room 428)

Questions? Contact Anna Fahr, Arts Graduate Assistant:

gaf.gallatin@nyu.edu

- | |
|---|
| Check list:
<input type="checkbox"/> Application
<input type="checkbox"/> Resume
<input type="checkbox"/> Cover Letter |
|---|

Student Leadership Team Application
 Due: Monday, October 6, 2008, 5 pm

Name _____

Address _____

Phone _____ Cell _____ Email _____

Circle One: 1st Year Soph. Junior Senior Grad. Student

Would you be interested in receiving an internship credit for your participation in the Student Leadership Team? Yes No

Position you're applying for _____

Your advisor's name _____

Application for student leadership team positions requires the submission of a cover letter and resume in addition to this form. Applications will be assessed on their professionalism and the applicant's ability to make a substantial contribution to the festival.

Address the following questions in your cover letter:

Have you participated in GAF before? If so, when? How?

What can you bring to the festival? Please describe past experiences, including any volunteer and/or work history in event planning, producing or arts administration that may have prepared you for the position you are applying for. If you do not have specific work experiences in these areas, think about other experiences where you may have cultivated similar skills.

What additional skills would you like to gain as part of this experience?

Do you intend to perform or present work at this year's festival?

Include any other relevant information you would like us to know.

Please list one reference we may contact:

Name _____ Address _____ Phone _____

Questions? Contact Anna Fahr, Arts Graduate Assistant
 gaf.gallatin@nyu.edu