Description of the Institute
Founded in 1974, the African American Arts Institute (AAAI) is a performing arts program operated under the office of Diversity, Equity, and Multicultural Affairs at Indiana University – Bloomington. The institute’s mission is to preserve and promote African American culture through performance, education, research, creativity, and outreach. The institute manages three performing groups – African American Choral Ensemble, African American Dance Company, and IU Soul Revue – which are courses in the Department of African American and African Diaspora Studies. Working as a member of the AAAI’s Marketing and Communications staff, the Graphic Designer is responsible for creating, producing, processing, monitoring, and preserving visual media related to the AAAI’s performance and promotional activities. For more information about the AAAI, visit our website: http://www.indiana.edu/~aaai

Terms of Appointment and Forms of Compensation
Graduate Assistantship: 40 to 45% FTE (16 to 18 hours per week); Monthly stipend, fee remission and health insurance (http://www.indiana.edu/~uhrs/benefits/student-saa-2012-13.html)

Qualifications
1. Acceptance and good standing in a graduate program of study at Indiana University - Bloomington
2. Excellent computer skills across Mac and PC platforms (Ability to use Mac platform is essential)
3. Excellent skills in using Adobe Creative Suite, Macromedia MX Suite, and other media applications
4. Web design skills desirable
5. Skills in use of digital photo and video equipment
6. Experience in the performing arts, particularly music and dance, desirable
7. Excellent writing, verbal, interpersonal skills
8. Ability to work independently (self-motivated) and as a member of a creative team
9. Ability work as part of a creative team.
10. Creativity and vision for the use of technology as a marketing tool
11. Strong sense of organization, particularly in regard to planning, meeting deadlines, and maintaining records

Responsibilities
1. Design and layout flyers, poster, programs, and other graphic documents.
2. Process digital images (scan, edit, convert, etc.) for promotional and archival purposes.
3. Help maintain the AAAI’s Facebook and Twitter.
4. Update the AAAI’s website.
5. Mail and email photos and promotional documents to presenters.
6. Maintain records and files of promotional activities, graphic documents, and images.
7. Assist the staff photographer with photography and videography, as needed.
8. Attend and work the door, promotional booths, or tables at concerts and other events.
9. Perform other duties, as determined by the AAAI executive director and performance manager.

Application Process (New IU applicants may apply but must be admitted to IU in order to be appointed)
1. Apply for financial assistance by completing the FAFSA form, which may be accessed at IU’s Students Central on Union website: http://studentcentral.indiana.edu/financial-aid/apply/index.shtml
2. To apply for a position with the AAAI, send letter of application, resume, three references (names, email addresses, and phone numbers only), and design portfolio (hard copy, electronic, or website) to the address or email below.
3. After we review your materials, you may be invited to interview.

Send Application To
Charles E. Sykes, Executive Director; African American Arts Institute; 275 North Jordan, Suite 310; Indiana University; Bloomington IN 47405-1101; csyskes@indiana.edu

Indiana University is an Equal Opportunity/Affirmative Action Employer committed to excellence through diversity.