INDIANA UNIVERSITY - BLOOMINGTON
AFRICAN AMERICAN ARTS INSTITUTE

JOB ANNOUNCEMENT

ROAD MANAGER

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. The Road Manager assists the administrative staff and ensemble director with logistical arrangements for performances. 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 organization, communication, and interpersonal skills
3. Computer proficiency (word processing, database, spreadsheets)
4. Previous experience in music or dance performance and/or performance management
5. Possess strong leadership ability
6. Possess strong interpersonal skills

Responsibilities
1. Manage performance engagements held both on and off campus, working in cooperation with presenters, ensemble directors, and other AAAI staff members or personnel assigned to engagements. Duties include:
   a. Developing itineraries
   b. Making arrangements for meals if assigned
   c. Traveling with Institute ensembles
   d. Supervising ensemble members
   e. Acting on behalf of the Institute director to ensure that contractual agreements are fulfilled
   f. Preparing written reports following engagements
   g. Assuming responsibility for the AAAI’s purchasing card, and submitting purchase receipts
2. Assist ensemble directors with administration duties, which include:
   a. Compiling and maintaining health records
   b. Distributing information by phone, e-mail, and hard copy
   c. Issuing and maintaining records for costumes
   d. Serving as liaison between the ensemble and the Institute administration
3. Occasionally serve other functions during engagements, such as:
   a. House managing
   b. Stage managing
5. Assist with distribution of promotional materials
6. Work on special events and projects as assigned.

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; csykes@indiana.edu

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