INDIANA UNIVERSITY - BLOOMINGTON
AFRICAN AMERICAN ARTS INSTITUTE

JOB ANNOUNCEMENT

WRITER, EDITOR, AND ALUMNI ASSISTANT

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 Writer, Editor, and Alumni Assistance is the primary producer of text for AAAI promotional material, and serves as the AAAI’s student liaison to the IU Alumni Association. 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 50 % FTE (16 to 20 hours per week); Monthly stipend, fee remission and health insurance (http://www.indiana.edu/~uhrs/benefits/student-saa-2012-13.html)

Qualifications
1. Excellent oral and written communication skills
2. Experience in marketing and promotion, especially of the performing arts
3. Excellent interpersonal skills
4. Ability to work independently (self-motivated) and as a member of a team
5. Strong sense of organization, particularly in regard to planning events and maintaining records
6. Excellent computer skills across Mac and PC platforms. Experience with spreadsheet (Excel) and presentation (PowerPoint) applications.

Responsibilities
1. Serve as the AAAI’s writer/editor, with responsibilities for producing copy for programs, reports, newsletters, invitations, proposals, web, and promotional materials.
2. Submit, update, and remove information submitted to electronic advertising resources, such as the Bloomington Arts Portal and IU Web Calendar.
3. Generate and send press releases and promotional email blasts.
4. Research information needed to facilitate writing projects.
5. Serve as the AAAI’s student liaison to the IU Alumni Association, which involves communicating with board and alumni members, updating alumni information
7. Establish and maintain a dialogue with student organizations. Attend student organization events and make presentations on behalf of the AAAI and its ensembles.
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.
10. Work on special projects (such fund raising, recording, and media preservation projects, etc.) as assigned.

Application Process
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, and three references (names, email addresses, and phone numbers only) to the address or email below.
3. After we review your materials, you may be invited to interview.

Apply 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.