

Australia/ New Zealand/ Cook Island Program Program Assistant for Winter 2019 Program

The Position

The position is open to people who will have graduated by June 2017. It is desirable, though not strictly required, that the assistant will have been on the program as a student. It pays a modest salary (around \$5,000), all program expenses, including airfare, and expenses for midterm break. It requires a commitment for the entire program. Due to budget considerations, we may initially only hire one helper with a possibility to hire an additional helper later, when the budget issues are resolved. This is necessary due to the fluctuation of the dollar. It makes firm budgeting difficult until we get closer to the program. We do hope to have two people in this position.

In general, the Program Assistant(s) will have to satisfy two very different roles: what the Faculty Director needs and what the students expect. The Faculty Director needs helpers that make his life easier, anticipate things that need doing, and who can provide solid technical advice in the studio, good advice to drawing students, as well as exemplifying an interest in art that goes beyond the college years. The students want someone who makes the trip fun, a sort of super RA who can also help them at various moments in the trip. Balancing these roles is the hardest part of the position. A proven commitment to art is a must for this position.

What we will look for

Specific skills—the Program Assistant(s) will need to know how to drive a manual transmission vehicle and be willing to help out with some of the food preparation. We try to minimize the food preparation, but there will be times when help with these tasks will be required. First Aid experience is also a plus. We need help in keeping the group safe when snorkeling, so comfort and a fairly good level of experience in the water is important.

1. Excellent drawing skills. The assistant is a major help in teaching the drawing course, so she/he will need good skills and commitment to drawing, as well as the ability to discuss drawing issues in a clear and helpful manner. When you were on the trip, were you fully engaged with the drawing course particularly in drawing from nature? Have you continued to draw since the time of the trip? The program Assistant would be an example to the students, so his/her interest, skill, and discipline in drawing is important.

2. A good familiarity with etching and relief printing. The ability to do demos in each of these areas is important. The Program Assistant will really teach in prints, so some continued experience in these specific print media beyond just 1-2 courses is very helpful. What experience in printmaking - particularly in relief and intaglio - have you had since taking courses at Carleton?

3. Reliability. It is a tricky position--part peer, part leader. The Program Assistant must have a good record of taking initiative, getting things done, etc. Responsibilities for a staff person are different from those for students, and we will need someone who is comfortable with that role. Organization is very important. We need people who are going to reduce the workload for the Faculty Director.

4. An open attitude with people. The Program Assistant has to interact well with people and be able to establish a rapport with diverse groups. She/he must play the role of a friendly helper, as well as being able to tell people what to do sometimes. While we want the helper to be a good example as an artist and help in the studio courses, the students want a friend who makes the trip more fun. This is a very important aspect of this job.

5. Comfort with the basic design of the program. Since much of the program is fairly oriented to the outdoors, basic ease with the camping, hiking, and water portions of the trip is a must. Any experience in outdoors education is also an asset. SCUBA certification would be nice, but is not a strict requirement. We especially need help here in terms of safety.

6. A good work ethic. It is a long and tiring trip. We need someone who exemplifies a strong commitment to working in the studio.

7. Knowing how to anticipate needs and being able to help out before being asked. This includes helping with safety in the outdoors, as well as in the daily running of the trip.

How to apply

E-mail or send a letter applying for the position to the address below. State your strengths and reasons for wanting to do the job. Right now, we don't intend to conduct interviews (but that could change).

Letter of application is due Jan 26 -- Australia Day

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