



Graduate Fellowship

Spring 2020 Semester

Graduate Fellowship Announced for SC Arts Alliance

Application Open: October 2, 2019 | Application Closes: October 31, 2019
Fellowship Timeframe: January 8, 2020 - April 8, 2020

The SC Arts Alliance, the leading arts advocacy organization in South Carolina, seeks a passionate graduate student, pursuing an advanced degree in arts administration or similar creative field, to fulfill one fellowship position for the Spring 2020 semester. This **paid** three month position will give the student an immersive and purposeful experience in government relations, marketing, event and creative management that results in real world experience and connections that will serve their careers in the future. The Fellow will play a critical role in the management and planning of the SC Arts Advocacy Week, including a legislative action day at the SC Statehouse and statewide arts summit. Additionally, the Fellow will gain experience in government policy, operations, and relations through tasks related to legislative tracking and political awareness. The Fellow will also participate in National Arts Advocacy Day in Washington, DC - assisting the SCAA executive director in planning and attending congressional meetings alongside other South Carolina advocates. Attendance at these events is required. Lastly, the Fellow will be asked to plan and implement one Creative Gathering, a networking event for creative professionals, hosted at a location of their choice.

The Fellowship will focus on these hands-on learning experience, with some additional duties related to weekly digital content management to assist the organization. The Fellow will be able to take ownership of many aspects of these projects, with oversight from SCAA staff.

Duties:

- Plan and implement one (1) Creative Gathering.
- Monitoring legislative actions and proposals at the state level and creating content detailing those actions for members.
- Assistance in planning, prepping, and managing SC Arts Advocacy Week.
- Attendance and assistance in managing SCAA's Statehouse Day (February 13).
- Attendance at, and additional management responsibilities for, the SC Statewide Arts Summit (February 12).
- Assistance in planning for, and also attending, National Arts Advocacy Day (March 29 - 31) in Washington, DC.
- Creation of social media and web content (e.g. Lunch Reads, Arts Alerts, SCAA Announcements).
- Creation of email newsletters and content.
- Assist Executive Director in daily management tasks.

Timeframe and Compensation: This fellowship opportunity begins January 8, 2020 and runs until April 8, 2020. It includes a stipend of \$1,500, paid in two installments of \$750. Additionally, travel (transportation, registration, and accommodations) to organization events - SC Arts Advocacy Week and National Arts Advocacy Day - is included.

Program Credit(s): This fellowship will include 120+ hours of hands-on experience with various creative fields, education systems, government relations, and marketing. The SCAA prefers that this experience count for coursework credit at a South Carolina institute of higher education. Applicants and their

respective Program Directors and/or Deans should contact the SCAA regarding these requirements prior to applying if there are questions about eligibility for credit.

Location: This position will be located in the South Carolina city/town of the student's college or university and will involve mostly work done via computer, phone, and email.

Requirements:

- Student must be currently enrolled in a graduate-level arts administration, or related creative field, program at a college or university in South Carolina.
- A passion for the arts and the policies that govern and support them.
- Some prior professional experience in the arts or related fields.
- Ability to work at an efficient pace with great success.
- Knowledge of basic social media platforms, email newsletter platforms.
- This position requires the use of a personal phone and personal laptop computer in good, working order - including video and audio capabilities, and basic text, spreadsheet, and presentation software.
- Attendance at SCAA events as detailed above (transportation funded by SCAA in addition to stipend).
- Fulfill all reporting duties required by the Fellow's respective College or University.

Bonus Points:

- Event management experience or interest.
- Experience with website management and graphic design software.

Reporting Structure: The Fellow will report directly to, and work with, the SCAA executive director. The Intern is also invited to voluntarily attend the SCAA Board Meeting on April 24 in Georgetown, SC, to report on their experience, but attendance is not required or expected.

Application Process: Applications are due by November 6, 2019 and must include a Resume and Cover Letter detailing the student's current passion and experience in the field, and what career skills they hope to attain through this experience. Additionally, at least one (1) letter of recommendation from their program director and/or Dean is required which states, along with the recommendation, that this opportunity will fulfill any fellowship requirements for their Institution.

All materials should be emailed in PDF format to GP McLeer, Executive Director at gpmcleer@scartsalliance.net by October 31, 2019 at 5pm. All applicants will be notified of their standing on or by November 12, 2019.

#####