



JOB DESCRIPTION

Arts & Entrepreneurship Lead (Graduate Position) [Job #9264725](https://nyu.joinhandshake.com/edu/jobs/9264725)

The Wasserman Center for Career Development seeks a graduate student worker to serve as the Arts & Entrepreneurship Lead at the Creative Career Hub during the Fall 2024 semester. The option of continuing in future semesters is available for the right candidate, pending employee performance and availability. This role will support the Program Manager in planning, marketing, and executing programming and program evaluation. *(Graduate students are appointed semester-by-semester per the Local 2110 contract.)*

The right candidate will be an enthusiastic emerging arts administrator, entertainment manager, producer, or other arts-related business professional. They will join a small team of arts and entertainment entrepreneurs dedicated to fostering the professional growth of creative students across the university.

(This role is part-time, in person for 10 hours per week at the hourly rate of \$29, reporting to the Creative Career Hub's Program Manager)

Apply on Handshake: <https://nyu.joinhandshake.com/edu/jobs/9264725>

Application materials are due by 12 p.m. ET on Wednesday, September 11th, on Handshake

Job Duties

The Arts Entrepreneurship Lead will be responsible for:

- assisting the Program Manager and Program Associate with the planning and execution of special events and workshops. Line-producing for events is a possibility for the right candidate.
- coordinating with staff and undergraduate student workers to ensure proper staff support coverage at events, including crowd management and photo and video documentation
- collaborating with social media and marketing/communications teams with guidance and support from supervisor
- drafting, revising, sending, and managing communications with arts liaisons across campus
- maintaining and regularly scrubbing the arts liaisons' email list
- assisting in the collection, reporting, and proper management of Creative Career Hub program data
- providing regular reception and administrative coverage at the front desk

REQUIRED SKILLS & EXPERIENCE

- fluent in conversational English
- excellent written and verbal communication skills
- advanced knowledge of Mac OS, Microsoft Office, and Google Workspace applications
- customer service skills
- event and program management
- experience with data collection, analysis, management, and reporting
- organized and detail-oriented
- excellent people skills: "assertive and friendly"
- ability to remain upright and attentive at a reception desk for extended periods
- ability to lift a minimum of 50lbs and perform repetitive motions
- a basic understanding of the arts and entertainment career field





PREFERRED SKILLS

- Customer Relationship Management
- Marketing communications
- Email Marketing
- Digital Marketing
- Content Marketing
- Social media
- Graphic design
- Advanced experience in Canva or Figma
- Research
- Data visualization

ABOUT THE CREATIVE CAREER HUB

NYU's Wasserman Center for Career Development has long been a comprehensive resource for students and alumni throughout their career development journeys. Located in the heart of Washington Square, the Creative Career Hub is one of its most recent additions. It delivers Wasserman's touchstone services in deeper collaboration with university partners in arts and entertainment across campus.

We aim to assist you with building the skills and network needed to channel your creative strengths into your future path. Exploring a career as an artist, entertainer, producer, writer, or anything in between can lead to a wide variety of exciting and unique opportunities, and this hub is designed to help you find the right fit for you.

Find industry resources, career advice, internships, job and networking opportunities, and events to help you explore career options in the field.

What is the Creative Career Hub?

Residing in and sometimes collaborating with the NYU Production Lab, the Creative Career Hub is a physical, collaborative space and career services initiative that provides students interested in careers in Arts & Entertainment with:

- Diverse experiential learning opportunities
- Connections between their academics and career path
- Flexible programming to build career-ready skills

What services do we offer?

- Career coaching with specific knowledge of the hub's focus area or industry
- Experiential learning opportunities at a range of commitment levels
- Improved access for students to peers, faculty, alumni, and industry experts
- Connections with alumni and employers