



## 2016 Fall Application

*Thanks for your interest in joining Women in Art Initiative. Please answer the following **general and position-specific** questions in a separate document and submit to [pennwomeninart@gmail.com](mailto:pennwomeninart@gmail.com) (with "Application" in the subject line), no later than **11:59pm, September 18**. If you have any questions, please do not hesitate to reach out to current committee directors whose contact information is listed below. Good luck! For more information: [www.womeninartinitiative.org](http://www.womeninartinitiative.org)*

# Position Descriptions

## PROGRAMMING

Contact: Diana Zhou [dizhou@sas.upenn.edu](mailto:dizhou@sas.upenn.edu)

**Event Coordinator (2-4)** works with Director of Programming to brainstorm, research, and implement public and internal events. Responsibilities include: research and invite potential speakers, write event blurbs and summaries, fill out event funding and marketing requests, and coordinate event logistics. This position allows the coordinator to build personal connections with invited guests as well as to gain experience in event planning. The ideal candidate should be creative, detail-oriented, a team player, and should have great organizational and communication skills.

## MARKETING

Contact: Tomas Wille [twille@sas.upenn.edu](mailto:twille@sas.upenn.edu)

**Marketing Assistant (1)** promotes upcoming events through direct emailing and on Facebook, and maintains WIA's social media presence by sharing articles. He/she will analyze Facebook "Insights" and suggest action-steps to improve performance. In addition, he/she will work with Marketing Director to develop new and maintain existing independent campaigns. This position would allow one to gain exposure to art news and hone skills in content management and data analysis. The ideal candidate should be social media savvy and creative. General interests in art history and contemporary art is preferred.

**Graphic Designer (1)** is responsible for designing cover photos, posters, handouts, brochures, and other promotional materials when needed. The designer will work with the Marketing team to develop creative and effective visuals. The candidate must be proficient in Adobe Creative Suite (Photoshop, Illustrator, InDesign).

## INTERVIEW

Contact: Linda Lin [linda1@sas.upenn.edu](mailto:linda1@sas.upenn.edu)

**Interviewer (2-3)** contacts artists and art world professionals to conduct in person or online interviews using both original and sample questions. This position allows the interviewer to build personal connections with the interviewee, gain deeper insight into both the professional art world and the inspiration and creation process of artworks, and gain transferable journalism skills. The ideal candidate should have great communication skills and a general interest in the visual arts. General knowledge in fine arts, art history, and/or contemporary art is a plus.

**Editor (1-2)** proofreads and edits interview summaries written by interviewers for the website and social media. This position allows for deeper insight into the inspiration of artists and the creation process of artwork, while also providing useful editorial skills and credits. The ideal candidate should be attentive to detail and have great writing skills. Experience in copy editing on some scale is preferred but not required.

# General Questions

Name:

Year:

Major/Minor:

Email Address:

Phone Number:

Please list your top two choices in order:

1.

2.

Why would you like to join Women in Art Initiative? (100w max)

Please describe any relevant background, experience and skills specific to the position(s) you are applying for. (150w max)

Please list your (expected) extracurricular activities commitment for the coming academic year. (ex. Art Club, 1 hr/week)

If you were an art movement, what would it be and why? (50w max)

**OR**

Who is your favorite artist and why? (50w max)

Please list your availability during September 20-22 for a brief interview.

## Position-Specific Questions

**Event Coordinator:** What is an event that you would like to propose? Please describe its goals and explain how it aligns with WIA's mission, and include other details as needed.

**Marketing Assistant:** Please create a hashtag that aligns with WIA's mission and explain why.

**Graphic Designer:** Please submit 3-4 sample graphic designs (ex. cover photo)

**Interviewer:** Please research a potential interviewee (artist or art professional) and write 3 specific and thoughtful questions you would like to ask her.

**Editor:** Please take a look at the interviews on [www.womeninartinitiative.org](http://www.womeninartinitiative.org) and point out if you spot any errors. (There isn't an answer yet so you can leave it blank, no pressure!)