

CFA Job Fair Thursday, September 7, 2017, 11am-2pm in Crowell Concert Hall

Center for the Arts Sarah Curran, Director www.wesleyan.edu/cfa

CFA Events Staff (Ushers): Responsibilities include acting as hosts for events, taking tickets, crowd control, attending audience needs throughout a performance, and clean-up following performances. Hours per week vary.

Contact Info: Hanna Oravec, Assistant Director for Programs, horavec@wesleyan.edu, x2687

Zilkha Gallery Monitor: Responsibilities include supervising the Zilkha Gallery space, including both the Main and South Galleries, checking-in visitors, recording attendance, overseeing exhibition maintenance, responding to visitor inquiries, and office work as needed. The Zilkha Gallery is open Tuesdays 12pm-7pm and Wed-Sun 12pm-5pm.

Monitors are expected to work minimum one shift each week.

Contact Info: Ariana Molokwu, Program Coordinator, amolokwu@wesleyan.edu, x2686

Postering Assistant: Distributes weekly CFA posters throughout campus/downtown Middletown, and other flyers as needed. Ability to meet deadlines necessary. Postering is generally completed over the weekend (i.e. available for pickup on Friday afternoons/evenings, with Monday deadlines for posting). Three positions available, two for campus and one for downtown. Preference given to candidates who can commit to full year.

Contact Info: Andrew Chatfield, Director – Arts Communication, achatfield@wesleyan.edu, x2806

Arts Communication Assistant: Responsibilities include assisting with marketing and media relations campaigns; researching affinity groups, colleagues, and targeted communities for specific programming; outreach via direct mail, phone calls, and e-mails to facilitate ticket sales and/or attendance; entering calendar listings; maintenance of website; and creating fresh content on various social media platforms. Marketing experience/proven public relations skills preferred. Candidates should have knowledge of the arts, excellent written and oral skills, and be resourceful and detail oriented. Web maintenance with Photoshop and Cascade a plus. Two positions available. Preference given to candidates who can commit to full year. Approximately 5 hours/week.

Contact Info: Andrew Chatfield, Director – Arts Communication, achatfield@wesleyan.edu, x2806

Technical Staff: Responsibilities include providing sound and lighting support for all CFA events in World Music Hall, Crowell Concert Hall, and the CFA Theater as well as outdoor events. Hours per week vary with the number of events.

Contact Info: Mark Gawlak, Assoc. Dir. for Facilities and Technical Operations, mgawlak@wesleyan.edu, x2584

Theater Technician: This position includes setting up and running lights, sound, video, sets and props for productions serving the Theater, Dance, and CFA Departments and assisting with the upkeep and maintenance of the performance spaces. Technical theater skills such as scenery construction, electrics, sound and stage management is preferred, but not necessary. Shifts are flexible Mon-Fri 1pm-5pm. Some occasional mornings and evenings are available during show weeks. 8-12 hours per week.

Contact Info: Suzanne Sadler, Technical Director/CFA Theater Manager, ssadler@wesleyan.edu, x3607

Internships at the CFA

Events Intern: The intern will assist the Assistant Director to coordinate logistics for events taking place in the CFA, including the Performing Arts Series and student-sponsored events. Duties include scheduling events using EMS software, liaison with CFA Events Staff, and event set up and breakdown. Please submit cover letter and resume.

Contact Info: Hanna Oravec, Assistant Director for Programs, horavec@wesleyan.edu, x2687

CFA Arts Administration Intern: Student will learn about the overall administration of a multi-disciplinary arts center, while pursuing their own research interests. The intern attends weekly staff meetings, marketing committee meetings, and advance meetings with artists to plan their exhibitions/performances at the CFA. Students will learn the fundamentals of grant writing/reporting by working with the Director on drafting grant proposals. Send cover letter, writing sample (no more than two pages) and resume by Friday, September 22nd

Contact Info: Michelle Grove, Interim Associate Director for Programs, mgrove@wesleyan.edu, x2963

Information and available positions are subject to change

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Volunteer Position

Davison Arts Center Student Docent: Introduce 4th-grade students to the world of the arts!

The Friends of the Davison Art Center (FDAC) are looking for volunteer docents or tour guides for their school tours program this Fall. Docents introduce over 400 Middletown fourth graders to art, music, and architecture through annual tours of Wesleyan arts, including the Zilkha Gallery, Mansfield Freeman Gallery, and Gamelan orchestra. Docents will lead tours, assist in creating lesson plans, meet with curators, and stimulate connections and a dialogue about the works of art. Tours will be held on November 1-2, 6, 8-9, and 14-16 from 9:15am-12:30pm. All docents will be required to attend a training session and commit to one (or more!) shifts. The FDAC has a history of over 40 years of engaging with Middletown's students and we couldn't do it without the tremendous support of our volunteers.

**It is not necessary to fill out an application for this position, but please add your name to the list on the clipboard.

Contact Info: Pola Fialkoff, Docent Coordinator at pfialkoff.wesleyan@gmail.com.

Green Street Teaching and Learning Center

Sara MacSorley, Director www.wesleyan.edu/greestreet 860-685-7871

AfterSchool Teaching Assistants: Responsibilities include assisting with a wide variety of AfterSchool classes (primarily grades 1-5) from Hip Hop Dance to Computer-Aided Art to Sign Language. Teaching Assistants help with classroom management and work closely with our professional teaching artists and AfterSchool staff. Experience working with children is preferred but not required. Approximately 5 hours/week.

Contact Info: AfterSchool Coordinators, Katie and George, greenst@wesleyan.edu

AfterSchool Homework Assistants: Responsibilities include assisting students in grades 1-5 with their homework. Experience working with children is preferred but not required.

Contact Info: AfterSchool Coordinators, Katie and George, greenst@wesleyan.edu

Musical Mentors: Responsibilities include providing individualized instrumental music lessons for students in grades 1-5 with a focus on encouraging an interest in music and introductory level music skills. Instructors of a variety of musical instruments are needed, but especially teachers of beginning guitar, violin, and piano. Experience working with children is preferred but not required. Approximately 1-3 hours/week.

Contact Info: AfterSchool Musical Mentoring Coordinator, Justin, jali@wesleyan.edu

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