

## **South Pacific Studio Art Seminar Program Assistant for Winter 2021 Program**

### Position

This position is open to people who have graduated by June 2020. The Program Assistant (PA) must be able to commit to the entire program, and dates will be from approximately January 1 – March 13, 2021. It is desirable—though not required—that the PA will have been on the program as a student. The salary will be about \$5,000, and all program expenses are covered (including airfare), with money for midterm break. Due to budget considerations, we will likely only hire one person for this position.

In general, the PA will have to satisfy two very different roles: what the Faculty Director needs and what the students expect. The Faculty Director needs an assistant who can help with daily logistics, anticipate work that needs to be done, provide solid feedback in the drawing course and good technical advice in the print studio, in addition to exemplifying an interest in art that goes beyond the college years. The students want someone who can make the trip fun, help address social or personal issues, and be a liaison between the Faculty Director and the student group. Balancing these roles can be a challenging part of this position, and an ideal PA will successfully negotiate that.

### Required Skills

1. Excellent drawing skills. The PA is a major help in teaching the drawing course. This person will need strong technical skills and have the ability to discuss drawing issues in a clear and useful manner. Were you fully engaged with the drawing course when you were on the program, particularly in drawing from nature? Have you continued to draw after the program? A proven commitment to art is a must for this position. The PA should set an example for the students on the trip; interest, skill, and discipline in drawing are crucial.
2. Good familiarity with intaglio and relief printing. The PA will help teach, support, and contribute to the smooth running of the print studio. Some continued experience in printmaking (beyond 1-2 courses) is very helpful. Have you pursued any printmaking—particularly in intaglio or relief—since taking courses at Carleton? Do you know the tools and processes of intaglio and relief printing? Do you feel prepared to assist students in their projects?
3. Reliability. Responsibilities for the PA are different than those for the students, and we need someone who is comfortable with that role: part leader, part peer. The PA should be motivated, organized, anticipate needs, and have a solid record of taking initiative and getting things done. The PA will reduce the workload for the Faculty Director. The PA should be a good communicator, work well independently, and be able to work closely with the Faculty Director.

4. An open attitude with people. The PA has to interact well with people and establish a rapport with diverse individuals, both within the Carleton group and with local partners. It's important to be attentive and respectful in all situations.

5. Comfort with the basic design of the program. The trip includes a lot of travel and different schedules. Flexibility and an overall positive outlook are important character traits of the PA position. Basic ease with hiking, camping, and water are a must, since much of the program is oriented to being in the natural environment. Any experience in outdoor education is an asset.

6. A good work ethic. It can seem like a long and tiring trip at times. We need someone who will continually work to benefit the goals and daily running of the program. We want a PA who exemplifies a strong commitment to drawing/studio work, engages with all course material, and learns about the physical and cultural environment of each program site. The PA can really affect students' interest and participation through their own curiosity and behavior.

Etc.

The PA will need to know how to drive a manual transmission. Driving a stick-shift vehicle confidently and safely is an essential skill for this trip. There will be some food preparation. We try to minimize this task, but there will be times when it is required. Comfort with and a fairly good level of experience in the water is important, and this will be central to helping out with snorkeling on the program. First Aid experience is also helpful. Group safety is an ongoing concern throughout the trip.

Apply

Email a letter to Eleanor Jensen (Faculty Director) applying for the position at the address below. State your strengths and reasons for wanting the job in response to the desired criteria. We don't currently expect to conduct interviews, but that could change after the deadline. **The application letter is due April 1, 2020.**

Send to: [ejensen@carleton.edu](mailto:ejensen@carleton.edu).