

Yale Schwarzman Center
Woodbridge Fellow Job Description
February 19, 2021

The Schwarzman Center offers its Woodbridge Fellow an exciting opportunity to join the staff of Yale's first-ever center for student life and the arts in its inaugural year.

Opening in September 2021, the Schwarzman Center will draw together students, faculty, and alums from all of Yale's schools and colleges, welcoming all with new and restored spaces for meeting, dining, and relaxing, and a multi-space, technology-enabled platform for thought-provoking arts programs throughout the year. The Schwarzman Center is committed to driving positive social change through collaboration, wellness, and belonging. We are building an anti-racist organization peopled by individuals who share and support this mission, and who reflect the diversity of the communities we serve.

The SC Woodbridge Fellow will report to SC's Director of Marketing and Communications and will have opportunities to work with other staff including the Executive Director, Associate Artistic Director, Deputy Director, and Director of Stakeholder Engagement. The SC Fellow will support a broad range of communications needs, including internal and external marketing of the Center and its programs, institutional advancement, and special events including board meetings and opening events. The SC Fellow will serve as a liaison between marketing and programming when relevant programs and projects arise. Fellows will complete the year having gained a strong understanding of the Schwarzman Center, its place within Yale, and the broader field of arts management, as well as the satisfaction of completing projects on which they have the primary responsibility.

Responsibilities include but are not limited to:

- Organize, staff, and manage communications with the Faculty Advisory Committee
- Organize, staff, and manage communications for student focus groups and info sessions
- Produce content (including digital) and manage distribution via SC website, social media accounts, and printed publications
- Create content and materials for SC Program Committee and Advisory Board as appropriate
- Conduct research and create reports and presentations as needed
- Draft correspondence, press releases, agendas, and other announcements
- Support content development and production of gala-related print/digital collateral
- Administrative tasks such as list maintenance and preparation, organizing supplies for meetings, set-up and take-down for meetings and smaller events

Skills and Abilities:

- Outstanding written communication skills
- Strong facility with multitasking with meticulous attention to detail
- Exhibit a willingness to work on a variety of high-level projects to mundane office tasks
- Have well-developed interpersonal skills (specifically for hosting visitors, committees, etc.)
- Experience with website development/maintenance (Drupal-preferred), graphic design skills and/or producing videos, and EventBrite a plus
- Fluency in at least one other language preferred

Additional Notes:

- Some after work and weekend hours required
- Fellows will have regular meetings with Vice President Pericles Lewis, Associate Vice President Donald Filer, and others.