Yale Schwarzman Center
Woodbridge Fellow Job Description
January 28, 2022

Yale Schwarzman Center (YSC) 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. Recently opened in September 2021, YSC draws 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 Center also serves as a bridge between Yale and New Haven and anticipates opening more widely to the general public in 22-23. YSC 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 YSC Woodbridge Fellow will report to YSC’s Director of Marketing and Communications and will have opportunities to work with other staff including the Executive Director, Deputy Director, Associate Artistic Director, and Director of Stakeholder Engagement. The YSC Fellow will support a broad range of activities, including internal and external marketing of the Center and its programs, institutional advancement, and special events such as board meetings and opening events. The YSC 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 and marketing collateral (including digital assets) and manage distribution via YSC website, social media accounts, and printed publications
- Create content and materials for YSC Program Committee and Advisory Board as appropriate
- Conduct research and create reports and presentations as needed
- Draft correspondence, press releases, agendas, and other announcements
- Draft and execute promotional campaigns around YSC programs
- Administrative tasks such as list maintenance and preparation, organizing supplies for meetings, set-up and take-down for meetings and smaller events
- Aggregate and report marketing data such as Google Analytics, social media engagement, and other key performance indicators

**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 (Adobe Creative Suite), 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.