

## CODA Student Associate

The Center for Outreach in the Development of the Arts (CODA) seeks a Rhodes Student Associate for 2009-2010 to coordinate the CODA \$5 tickets and to plan and execute arts-related seminars at Rhodes throughout the year.

As aforementioned, the RSA will have two distinct jobs:

1. The student will be responsible for working with the Rhodes faculty to form a list of events that would be in line with CODA's mission, calling arts organizations to price group tickets for those events, and then presenting a proposal of \$5 Ticket events to the CODA coordinator. Once approved, the student will need to contact the event organizations, prepare accounting documents, deliver checks and pick up tickets, and advertise the tickets to students, faculty and staff through use of the DOSA emails, Rhodes event calendar, flyers, and contacting specific professors. The student will also help collect information and analyze data about how used the tickets, and work with the coordinator to documents the events.
2. The student will also meet with Fine Arts Faculty to develop a list of topics for three seminars that would benefit all students interested in the arts. For example, several Fine Arts Faculty have noted the need for a seminar to discuss career choices for graduates in the arts to increase student success after graduation. The RSA will choose appropriate topics with the coordinator. Then, for each seminar, the student would book the space, invoice the refreshments, invite and coordinate guests and Rhodes faculty to the seminar, and work to publicize the event. The result will be informative programs that strengthen both the arts and an interdisciplinary spirit at Rhodes.

The RSA should be responsible and goal-driven, adaptable to change and able to put in steady effort without constant supervision. A love for the arts is a plus, but anyone who thrives on a job well-done and can make independent decisions based on CODA's mission for CODA's benefit would be at home in this position. Good conversational skills, an ability to work with a wide variety of people, an optimistic spirit, and transportation are musts; some experience with Photoshop, Indesign, and/or Acrobat Professional is highly desired, but not required.