



Volunteer Hiring Package

Prepared by the
Office of the VP Administration



Introduction

Hi there,

I would like to begin by acknowledging that the land on which this hiring is held on is the traditional, ancestral, and unceded territory of the $xwm\theta kw\acute{e}y\theta m$ (Musqueam) People. As your student union, we aim to create safe spaces for all students and work towards building community, and that cannot be done unless we respect and honour the caretakers of the land and the land itself. Therefore, it is imperative that our volunteers, a direct public representation of our AMS values, are actively involved in and cognizant of our efforts to learn, reflect and work towards reconciliation.

Thank you for your interest in joining your AMS as a volunteer for the Office of the VP Administration! The Office of the VP Administration works hard to improve the operations of the Nest such as the Hatch Art Gallery and The Commons Lounge for commuters. We are also responsible for creating outreach opportunities and providing resources to our 360+ AMS Clubs. Lastly, we are responsible for overseeing the sustainability initiatives and advocacy of the Society. Our Office covers a wide-ranging portfolio and achieving our goals would not be possible without the support of our volunteers!

It is important to note that the Alma Mater Society ensures that all qualified applicants will receive equal consideration without regard to race, nationality or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status or any other characteristic protected by law. Our team of volunteers will be chosen very carefully from a group of diverse and qualified individuals. However, it is important to note that being recruited for any of the positions in this package is completely voluntary. We do not offer any means of compensation to our volunteers.

Thank you once again, and we are so excited to review your application!

Best,

Ian Dominique Caguiat (*he/him*)
Vice President, Administration

Eligibility

- Must be a currently registered UBC student
- Must be available for both Winter Session Term 1 and 2 during the 2023/24 year
- Must have some availability during the summer for some of our project planning

How to Apply

All applicants must submit a one-page resume and the rest of the application on the following link:

<https://www.ams.ubc.ca/opportunities/volunteer-opportunities/admin-volunteer-signup/>

Volunteer hiring will be conducted on a rolling basis. While we welcome all applicants to apply for up to three positions, shortlisted applicants will only be interviewed for one of the positions they applied for. Unfortunately, due to a high volume of applications received, only applicants selected for an interview will be contacted.

Contact Information

If you have any questions about any of the positions, feel free to contact the VP Administration or the relevant individual(s).

Name	Position	Email Address
Amy Liao	Clubs Administrator	clubsadmin@ams.ubc.ca
Emily Wong-Abdul	AVP Sustainability	avpsustainability@ams.ubc.ca
Henry Li	AVP Administration	avpadmin@ams.ubc.ca
Ian Caguiat	VP Administration	vpadmin@ams.ubc.ca
Isabel Chen	Hatch Art Gallery Manager	hatch@ams.ubc.ca
Melissa Bautista	Clubs and Commuters Engagement Coordinator	thecommons@ams.ubc.ca
Priscilla Ng	Clubs and Commuters Engagement Coordinator	thecommons@ams.ubc.ca
Ryan Chiu	Sustainability Projects Coordinator	sustainprojects@ams.ubc.ca

Organizational Structure

2023/2024



Clubs Team

Led by Henry Li (*he/him*) and Amy Liao (*she/her*)

CLUBS VOLUNTEERS

Reports To	Associate VP Administration & Clubs Administrator
Length of Term	August 2023 - April 2024
Est. Hours per Week	2 to 5 hours

Qualities We Are Looking For

Although volunteer diversity is a key consideration during the selection process, successful applicants tend to exhibit the following qualities:

- Ability to adapt to changing responsibilities and circumstances that may arise
- Excellent interpersonal and communication skills
- Knowledge of various AMS clubs, and campus life
- Enthusiastic about helping students
- Experience working in crowd management and wayfinding

Benefits and Skills to Learn

Aside from getting a chance to help out the student community, you will also learn new skills and get access to the following benefits:

- Opportunities for professional development and helpful workshops
- Connecting with other clubs and the campus community
- Developing event planning skills
- First dibs on food if you're helping with the event
- Knowledge on AMS governance and services

Possible Projects

As a volunteer, you will be assigned to a specific project team. Each project team will be assigned a specific area during the year, which will allow for flexibility. Here are some of the the tentative Project Teams related to this group:

- Clubs Fair 2023 and Clubs Days 2024 - hosted in September and January, designed to foster a sense of community on campus and connect students with clubs and relevant organizations which will enrich the student experience
- AMS Culturefest - a new pilot event hosted by the AMS in collaboration with social and cultural clubs on campus to share and learn different traditions and experience campus diversity

Sustainability Team

Led by Emily Wong-Abdul (*she/her*) and Ryan Chiu (*he/him*)

SUSTAINABILITY VOLUNTEERS	
Reports To	Associate VP Sustainability & Sustainability Projects Coord.
Length of Term	August 2023 - April 2024
Est. Hours per Week	2 to 5 hours
<p>Qualities We Are Looking For</p> <p>Although volunteer diversity is a key consideration during the selection process, successful applicants tend to exhibit the following qualities:</p> <ul style="list-style-type: none"> ● Previous knowledge of sustainability, or willingness to further expand sustainability knowledge ● Excellent interpersonal skills and a passion for communicating with others ● Outgoing and willing to learn more in the role ● Ability to work in a fast-paced environment and adapt to the circumstance 	
<p>Benefits and Skills to Learn</p> <p>Aside from getting a chance to help out the student community, you will also learn new skills and get access to the following benefits:</p> <ul style="list-style-type: none"> ● Further enhance your understanding of AMS Sustainability and Sustainability initiatives in and around the UBC Campus ● Experience of working in a fast-paced environment and juggling multiple tasks at once 	
<p>Possible Projects</p> <p>As a volunteer, you will be assigned to a specific project team. Each project team will be assigned a specific area during the year, which will allow for flexibility. Here are some of the the tentative Project Teams related to this group:</p> <ul style="list-style-type: none"> ● AMS Sustainability Week - An initiative to further student engagement with sustainability through various initiatives encompassing a wide variety of sustainability topics including recycling, building a circular economy, waste audit fair, and taking climate action. ● ISC Office Hours - The Interactive Sustainability Centre or ISC is an AMS space dedicated to sustainability operations and initiatives. Aside from serving as staff in the space to accommodate club usage, you will also help out on the maintenance, decorations, and activation of the space. 	

Commuter Team

Led by Melissa Bautista (*she/her*) and Priscilla Ng (*she/her*)

COMMUTER VOLUNTEERS	
Reports To	Clubs and Commuter Engagement Coordinators
Length of Term	August 2023 - April 2024
Est. Hours per Week	5-8 hours per month (varies if there is a big event)
<p>Qualities We Are Looking For</p> <p>Although volunteer diversity is a key consideration during the selection process, successful applicants tend to exhibit the following qualities:</p> <ul style="list-style-type: none"> • Excellent interpersonal skills and has a heart for serving the UBC student community • Is creative, and also enthusiastic about planning and executing events • Good time management and organizational skills, able to be flexible and adapt to unexpected events • Suggested but not required: Able and willing to lift heavy objects • Suggested but not required: Is a commuter or has been a commuter! 	
<p>Benefits and Skills to Learn</p> <p>Aside from getting a chance to help out the student community, you will also learn new skills and get access to the following benefits:</p> <ul style="list-style-type: none"> • Connecting with other commuters and the AMS community • Developing event planning skills • Learning how clubs and commuters engage with the AMS, and how to further get involved with the student union • First dibs on food if you're helping with the event 	
<p>Possible Project Teams</p> <p>As a volunteer, you will be assigned to a specific project team. Each project team will be assigned a specific area during the year, which will allow for flexibility. Here are some of the the tentative Project Teams related to this group:</p> <ul style="list-style-type: none"> • Outreach Team - newsletter, reception desk, and equipment inventory • Events Team - planning and executing our monthly events; helping with set-up and take-down for Student Leadership Week 	

Hatch Team

Led by Isabel Chen (*she/her*)

EXHIBITIONS & EVENTS LEAD (1-2)

Reports To	Hatch Art Gallery Director
Length of Term	August 2023 - April 2024
Est. Hours per Week	10 hours

Qualities We Are Looking For

The Exhibition Lead will play a crucial role in the successful planning, execution, and management of our exhibitions. This position requires a highly organized and detail-oriented individual with a passion for the arts and community building, and a strong ability to lead a team. The Exhibition Lead will assist in overseeing event planning, exhibition deinstallation, exhibition installation, team management, assisting in exhibition curation, and reporting directly to the Director of the Art Gallery.

Responsibilities:

- **Event Planning & Logistics:**
 - Collaborate with the Director to develop event plans and strategies for exhibitions.
 - Coordinate logistics, including scheduling, budgeting, venue selection, and equipment arrangements for exhibition-related events.
 - Ensure smooth execution of exhibition openings, artist talks, and other related events.
- **Exhibition Installation and Deinstallation:**
 - Assist the Director in developing and implementing installation/deinstallation plans for each exhibition, ensuring the safe handling and storage of artwork.
 - Lead and manage the exhibition & events team during exhibition installation and deinstallation, ensuring efficient use of resources and adherence to established timelines.
 - Safely handle and install artworks according to established standards, ensuring their preservation and optimal presentation.
 - Oversee proper packaging and transportation of artwork during deinstallation.
- **Team Leadership:**
 - Provide strong leadership to the exhibition team, fostering a collaborative and productive work environment and community.
 - Delegate tasks and responsibilities to team members, ensuring efficient workflow and meeting project deadlines.
- **Exhibition Curation Assistance:**

- Collaborate with the Director to assist in the curation of exhibitions, including artwork selection, layout design, and exhibition concept development.
- Reporting and Communication:
 - Regularly communicate with the Director to provide updates on exhibition & event progress, challenges, and achievements.
- Other:
 - Serve as a gallery attendant during gallery exhibition hours
 - Promote good vibes and engage in community-building activities within Hatch Team!

Requirements:

- Ability to attend weekly team check-ins and Hatch Team general meetings in-person, ideally, but accessibility and schedule conflicts will be accommodated with notice.
- Experience in event planning, exhibition installation, and/or project management.
- Knowledge of art handling and installation best practices.
- Excellent organizational and time management skills, with the ability to prioritize tasks and meet deadlines.
- Proficiency in art-related software and applications for layout design and project management. Desirable but not necessary.
- Exceptional interpersonal and communication skills to effectively collaborate with diverse teams and stakeholders.
- Leadership abilities with experience in supervising and motivating a team.
- Knowledge of current art trends, contemporary artists, and the art market.
- Ability to work in a fast-paced, dynamic environment with a high level of professionalism and adaptability.

Benefits and Skills to Learn

Aside from getting a chance to help out the student community, you will also learn new skills and get access to the following benefits:

- Professional Development:
 - Opportunity to work closely with artists, curators, and industry professionals, enhancing your knowledge and understanding of contemporary art, and fostering your professional growth.
- Networking:
 - Collaborate with a diverse network of artists, curators, collectors, and art professionals, building valuable connections within the art community.
 - Attend industry events, gallery openings, and art fairs, providing opportunities to network and establish relationships with key

- stakeholders.
- Interact with local and international artists, fostering relationships that may lead to future collaborations and exhibitions.
- Career Advancement:
 - Gain hands-on experience in managing exhibitions and events, and gallery operations, strengthening your portfolio and opening doors for future career opportunities.
 - Develop leadership skills by leading a team and overseeing multiple aspects of exhibition planning and installation.
 - Acquire a deep understanding of the gallery's operations, contributing to your overall expertise in art management and administration.
- Meaningful Engagement with Art Community:
 - Immerse yourself in a vibrant art community, engaging in discussions, critiques, and dialogues surrounding contemporary art.
 - Build relationships with collectors and art patrons, gaining exposure to potential buyers and contributors to your future projects.
 - Develop a comprehensive understanding of the art market and its dynamics, valuable for both personal and professional endeavors.

EXHIBITIONS & EVENTS COORDINATOR	
Reports To	Exhibition & Events Lead
Length of Term	August 2023 - April 2024
Est. Hours per Week	5 hours
Qualities We Are Looking For	
<p>The Exhibition Associate will play a vital role in supporting the Exhibition Lead in various aspects of exhibition planning, execution, and management. This position requires a detail-oriented individual with a strong passion for the arts and community-building and a keen eye for organization. The Exhibition Associate will assist in event planning, exhibition deinstallation, exhibition installation, exhibition curation, and report directly to the Exhibition Lead.</p>	
Responsibilities:	
<ul style="list-style-type: none"> ● Event Planning Assistance: <ul style="list-style-type: none"> ○ Collaborate with the Exhibition Lead and Director to contribute to event 	

- planning strategies for exhibitions.
- Assist in logistical coordination, scheduling, and equipment arrangements for exhibition-related events.
- Provide support during exhibition openings, artist talks, and other related events.
- Exhibition Deinstallation Support:
 - Assist the Exhibition Lead in developing and implementing deinstallation plans for each exhibition, ensuring the safe handling and storage of artwork.
 - Work closely with artists, Exhibition Lead, and the Director to efficiently install/deinstall artworks.
 - Participate in the proper packaging and transportation of artworks.
- Exhibition Installation Support:
 - Collaborate with the Exhibition Lead in exhibition setup, ensuring smooth workflow and adherence to established timelines.
 - Contribute to the interpretation and execution of exhibition design plans.
 - Help handle and install artworks according to established standards, ensuring their preservation and optimal presentation.
- Exhibition Curation Assistance:
 - Collaborate with the Exhibition Lead and Director to contribute to the curation of exhibitions, including artwork selection, layout design, and exhibition concept development.
 - Offer valuable insights and recommendations based on art trends, market research, and your own knowledge and expertise.
- Reporting and Communication:
 - Maintain regular communication with the Exhibition Lead, providing updates on exhibition progress, challenges, and achievements.
- Other:
 - Serve as a gallery attendant during gallery exhibition hours
 - Promote good vibes and engage in community-building activities within Hatch Team!

Requirements:

- Ability to attend weekly team check-ins and Hatch Team general meetings in-person, ideally, but accessibility and schedule conflicts will be accommodated with notice.
- Previous experience or strong interest in event planning, exhibition installation, curation, or related areas within an art gallery or museum setting.
- Knowledge of art handling, conservation, and installation best practices is a plus.
- Excellent organizational and time management skills, with the ability to multitask and meet deadlines.

- Strong attention to detail and ability to work with precision.
- Good interpersonal and communication skills to collaborate effectively with diverse teams and stakeholders.
- Familiarity with art-related software and applications for layout design and project management is desirable.
- Passion for contemporary art, art history, and the art market.
- Ability to thrive in a fast-paced, dynamic environment and willingness to adapt to changing needs.

Benefits and Skills to Learn

Aside from getting a chance to help out the student community, you will also learn new skills and get access to the following benefits:

- Professional Development:
 - Opportunity to gain hands-on experience in various aspects of gallery operations, including event planning, exhibition installation, and curation.
 - Development of practical skills in exhibition deinstallation, installation techniques, and handling artworks with care.
 - Enhancement of organizational and time management skills through coordinating exhibition schedules and timelines.
 - Opportunity to learn about art gallery operations, procedures, and best practices, providing a foundation for future career growth in the arts.
- Networking and Community Involvement:
 - Collaboration with artists, curators, and fellow gallery associates, fostering valuable connections within the art community.
 - Engagement with gallery visitors and patrons, providing opportunities for networking and building relationships with art enthusiasts and potential collaborators.
- Artistic Engagement:
 - Exposure to a diverse range of artworks and artistic practices, deepening your understanding of contemporary art trends and concepts.
 - Opportunity to contribute to the exhibition curation process, gaining insight into curatorial decision-making and art selection.
 - Engagement with artists during exhibition installations, fostering a deeper appreciation for their creative processes and providing opportunities for artistic dialogue.
- Teamwork and Collaboration:
 - Collaboration with the Exhibition Lead and other gallery staff, developing strong teamwork and communication skills.
 - Opportunity to work alongside experienced professionals in the art field, learning from their expertise and gaining valuable mentorship.
- Personal Growth:

- Development of problem-solving skills through resolving exhibition-related challenges and ensuring smooth operations.
- Exposure to diverse perspectives and artistic expressions, broadening your understanding and appreciation of different art forms.

MARKETING AND MEDIA LEAD (1-2)

Reports To	Hatch Art Gallery Director
Length of Term	August 2023 - April 2024
Est. Hours per Week	10 hours

Qualities We Are Looking For

The Marketing & Outreach Manager will play a pivotal role in developing and implementing effective marketing and outreach strategies to promote our exhibitions and engage with our target audience. This position requires a creative and strategic thinker with a deep understanding of digital marketing, social media platforms, content creation, and audience engagement. The Marketing & Outreach Manager will lead the marketing & outreach team, overseeing social media content creation, podcast management, website management, and catalog creation for exhibitions.

Responsibilities:

- **Social Media Strategy and Content Creation:**
 - Develop and execute comprehensive social media strategies to enhance the gallery's online presence and engage with the target audience.
 - Lead the marketing & outreach team in creating compelling and visually appealing content for social media platforms, with a focus on Instagram and TikTok.
 - Monitor social media analytics and insights, making data-driven decisions to optimize content performance and engagement.
 - Stay up to date with emerging trends, algorithms, and best practices in social media marketing to ensure the gallery's social media accounts are innovative and competitive.
- **Podcast Management:**
 - Manage the gallery's podcast team, including planning, coordinating, and overseeing the production of podcast episodes.
 - Collaborate with the exhibition and curatorial teams to develop engaging

podcast topics that align with exhibition themes and promote artist interviews and discussions.

- Monitor podcast analytics and listener feedback to refine content strategies and improve audience reach.

Benefits and Skills to Learn

Aside from getting a chance to help out the student community, you will also learn new skills and get access to the following benefits:

- **Professional Development:**
 - Opportunity to lead and develop a comprehensive marketing and outreach strategy, enhancing your skills in digital marketing, content creation, and audience engagement.
 - Hands-on experience in managing social media platforms, podcast production, website management, and catalog creation, honing your expertise in multiple areas of marketing and communications.
 - Opportunity to collaborate with artists, curators, and industry professionals, expanding your network and gaining valuable insights into the art world.
- **Networking and Community Involvement:**
 - Engage with a vibrant art community, building relationships with artists, curators, collectors, and other stakeholders in the art industry.
 - Collaborate with the exhibition team and artists to create content, fostering meaningful relationships and contributing to a strong sense of community within the gallery.
 - Represent the gallery at industry events, art fairs, and exhibitions, networking with peers and potential collaborators to expand your professional connections.
- **Exposure to the Art World:**
 - Gain in-depth knowledge of contemporary art and its various movements, mediums, and practices through your involvement in exhibition planning and marketing activities.
 - Stay up to date with the latest trends, developments, and emerging artists within the art industry, positioning yourself as a knowledgeable resource in the field.
 - Contribute to the growth and success of artists and exhibitions through effective marketing and outreach, positively impacting the art community and cultural landscape.

MARKETING & MEDIA COORDINATOR (6)

Reports To	Marketing & Outreach Lead
Length of Term	August 2023 - April 2024
Est. Hours per Week	5

Qualities We Are Looking For

The Marketing & Outreach Associate will play a crucial role in supporting the Marketing & Outreach Lead in executing effective marketing and outreach strategies to promote our exhibitions and engage with our target audience. This position requires a creative and detail-oriented individual with a passion for digital marketing, content creation, and audience engagement. The Marketing & Outreach Associate will assist in creating content for social media platforms (Instagram and TikTok), provide support in website management, assist in creating catalogs for exhibitions, and report directly to the Marketing & Outreach Lead.

Responsibilities:

- **Social Media Content Creation:**
 - Collaborate with the Marketing & Outreach Lead to develop engaging and visually appealing content for the gallery's social media platforms, with a focus on Instagram and TikTok.
 - Assist in creating compelling captions, stories, and visual elements to enhance audience engagement and promote exhibitions and events.
 - Conduct research on social media trends and best practices to contribute innovative ideas for content creation and audience growth.
 - Monitor and respond to comments, messages, and engagement on social media platforms to foster positive interactions and build a strong online community.
- **Website Management:**
 - Support the Marketing & Outreach Lead in managing the gallery's website, ensuring that it reflects the gallery's brand identity, provides accurate and up-to-date information about exhibitions, and offers a seamless user experience.
 - Assist in creating and updating website content, including artist profiles, exhibition information, blog posts, and news updates.
 - Collaborate with the Marketing & Outreach Lead and web development team to implement SEO strategies and optimize the website for improved visibility and search engine rankings.
- **Catalog Creation Support:**

- Collaborate with the Marketing & Outreach Lead, artists, and Director to assist in the creation of catalogs for each exhibition.
- Help gather information, artist bios, artwork details, and high-quality images to be included in the catalogs.
- Reporting and Communication:
 - Collaborate with the marketing & outreach team to share updates, brainstorm ideas, and ensure effective communication within the department.
 - Coordinate with internal teams and external stakeholders to gather necessary information and materials for marketing campaigns and initiatives.
- Other:
 - Serve as a gallery attendant during gallery exhibition hours
 - Promote good vibes and engage in community-building activities with the Hatch Team!

Requirements:

- Ability to attend weekly team check-ins and Hatch Team general meetings in-person, ideally, but accessibility and schedule conflicts will be accommodated with notice.
- Previous experience or strong interest in digital marketing, social media management, and content creation.
- Familiarity with social media platforms, particularly Instagram and TikTok, and a keen eye for visual aesthetics and storytelling.
- Excellent written and verbal communication skills, with the ability to craft engaging and persuasive content.
- Passion for contemporary art, cultural events, and the art market.
- Ability to work collaboratively in a team environment and adapt to evolving marketing trends and strategies.

Benefits and Skills to Learn

Aside from getting a chance to help out the student community, you will also learn new skills and get access to the following benefits:

- Professional Development:
 - Gain exposure and experience to various aspects of digital marketing, content creation, and audience engagement, developing transferable skills that can be applied to diverse industries.
- Networking and Community Involvement:
 - Connect and collaborate with artists, curators, and industry professionals, fostering relationships within the art community and expanding your

- professional network.
 - Gain exposure to the vibrant art community, establishing yourself as an active participant and building relationships that may lead to future career opportunities.
- Creative and Technical Skill Development:
 - Enhance your skills in content creation, storytelling, and visual aesthetics through the development of social media content for Instagram and TikTok.
 - Gain hands-on experience in website management, including content creation and optimization, contributing to your understanding of digital marketing strategies.
 - Learn about catalog production processes, from content gathering to layout design, honing your attention to detail and project management skills.
 - Develop strong written and verbal communication skills through crafting engaging and persuasive marketing content.
- Exposure to the Art World:
 - Contribute to the promotion and visibility of artists and their exhibitions, playing a vital role in amplifying their work and impact within the art community.
 - Stay updated on emerging artists, art movements, and industry trends, broadening your knowledge of the art world and enhancing your ability to engage with diverse audiences.

COLLECTION MANAGEMENT LEAD (1-2)	
Reports To	Hatch Art Gallery Director
Length of Term	August 2023 - April 2024
Est. Hours per Week	8-10
Qualities We Are Looking For	
<p>The Collection Management Lead will play a pivotal role in overseeing the acquisition of digital rights for the permanent art collection and managing the archival and cataloging processes. This position requires a detail-oriented individual with a strong understanding of collection management principles, digital rights acquisition, archival practices, and cataloging standards. The Collection Management Lead will provide</p>	

leadership and guidance to the collection management team, ensuring the proper documentation, organization, and preservation of the gallery's permanent art collection.

Responsibilities:

- Digital Rights Acquisition:
 - Lead the collection management team in acquiring and managing digital rights for the gallery's permanent art collection.
 - Collaborate with artists, estates, rights holders, and external organizations to negotiate and secure the necessary permissions and licenses for digital reproduction and dissemination of artworks.
 - Develop and implement procedures for tracking and documenting digital rights agreements, ensuring compliance with copyright laws and intellectual property rights.
- Archival Management:
 - Oversee the archival management of the gallery's permanent art collection, including the organization, preservation, and accessibility of physical and digital collection records.
 - Develop and implement standardized procedures for handling, storing, and cataloging archival materials, ensuring their long-term preservation and easy retrieval.
 - Collaborate with the collection management team to create and maintain a comprehensive archival database, incorporating relevant information such as artist biographies, provenance, exhibition history, and conservation reports.
- Cataloging:
 - Lead the cataloging efforts for the permanent art collection, overseeing the creation and maintenance of a detailed and accurate catalog database.
 - Collaborate with the collection management team to research, document, and catalog artworks, capturing essential information such as titles, dates, mediums, dimensions, and associated artists.
 - Implement standardized cataloging practices, adhering to established classification systems and metadata standards to facilitate efficient retrieval and scholarly research.
 - Regularly update the catalog database with new acquisitions, loan information, and changes to artwork locations.
- Team Leadership:
 - Provide leadership, mentorship, and guidance to the collection management team, fostering a collaborative and productive work environment.
 - Delegate tasks and responsibilities, ensuring efficient workflow, adherence to cataloging and archival standards, and timely completion of

- projects.
- Conduct regular performance evaluations, provide feedback, and identify professional development opportunities to support the growth and professional advancement of team members.
- Foster a culture of continuous improvement, encouraging innovative approaches and leveraging technology to enhance collection management processes.
- Other:
 - Serve as a gallery attendant during gallery exhibition hours
 - Promote good vibes and engage in community-building activities with the Hatch Team!

Requirements:

- Ability to attend weekly team check-ins and Hatch Team general meetings in-person, ideally, but accessibility and schedule conflicts will be accommodated with notice.
- Strong research skills and attention to detail, ensuring accurate and comprehensive documentation of artworks and associated information.
- Proficiency in cataloging systems, databases, and metadata standards commonly used in collection management is a plus.
- Excellent organizational and project management skills, with the ability to prioritize tasks, manage multiple projects, and meet deadlines.
- Strong leadership and team management abilities, with experience in providing guidance, mentorship, and fostering a collaborative work environment.
- Excellent written and verbal communication skills, with the ability to effectively communicate complex information to diverse stakeholders.
- Passion for art, cultural heritage, and the preservation of artistic legacies.

Benefits and Skills to Learn

Aside from getting a chance to help out the student community, you will also learn new skills and get access to the following benefits:

- Professional Development:
 - Opportunity to lead and develop expertise in collection management practices, digital rights acquisition, archival management, and cataloging standards within the art industry.
- Networking and Community Involvement:
 - Connect with artists, estates, rights holders, and external organizations, building relationships and expanding your professional network within the art industry.
 - Engage with the gallery's community of art enthusiasts and creatives.

- **Technical and Analytical Skill Development:**
 - Develop advanced skills in digital rights acquisition and management, understanding the complexities of copyright and intellectual property rights within the context of art collections.
 - Develop expertise in cataloging systems and metadata standards, ensuring accurate and comprehensive documentation of artworks and associated information.
 - Strengthen your research and analytical skills through in-depth investigations into artists, artworks, provenance, and exhibition histories.
- **Exposure to Artistic Legacies:**
 - Gain a deep understanding of the gallery's permanent art collection, including its historical significance, artistic influences, and cultural context.
 - Contribute to the preservation and dissemination of artistic legacies, ensuring that artworks and associated information are properly documented and accessible for future generations.
 - Engage with renowned artists, estates, and rights holders, fostering relationships and facilitating the gallery's involvement in exhibitions, loans, and collaborations.
- **Personal Growth:**
 - Develop leadership and management skills by leading a team, providing guidance, and fostering a collaborative and productive work environment.
 - Cultivate attention to detail, organizational skills, and project management abilities through overseeing complex cataloging and archival projects.

COLLECTION MANAGEMENT COORDINATOR (5)	
Reports To	Collection Management Lead
Length of Term	August 2023 - April 2024
Est. Hours per Week	5
Qualities We Are Looking For	
<p>The Collection Management Associate will provide essential support to the Collection Management Lead in acquiring digital rights for the permanent art collection, as well as</p>	

assisting in archival and cataloging tasks. The Collection Management Associate will collaborate closely with the Collection Management Lead, contributing to the proper documentation, organization, and preservation of the gallery's permanent art collection.

Responsibilities:

- **Digital Rights Acquisition Assistance:**
 - Collaborate with the Collection Management Lead to assist in acquiring and managing digital rights for the gallery's permanent art collection.
 - Conduct research and correspondence with artists, estates, rights holders, and external organizations to support the negotiation and acquisition of necessary permissions and licenses for digital reproduction and dissemination of artworks.
 - Assist in maintaining records and documentation related to digital rights agreements, ensuring compliance with copyright laws and intellectual property rights.
 - Stay informed about evolving copyright regulations and best practices related to digital rights management within the art industry.
- **Archival and Cataloguing Support:**
 - Collaborate with the Collection Management Lead in creating and maintaining a comprehensive archival database, ensuring accurate and up-to-date information.
 - Support the cataloging efforts by assisting in research, documentation, and cataloging of artworks, capturing essential details such as titles, dates, mediums, dimensions, and associated artists.
- **Reporting and Communication:**
 - Assist in tracking and reporting the progress of digital rights acquisitions, archival management tasks, and cataloging projects to the Collection Management Lead.
 - Coordinate with internal teams and external stakeholders to gather necessary information and materials for collection management initiatives.
- **Other:**
 - Serve as a gallery attendant during gallery exhibition hours
 - Promote good vibes and engage in community-building activities with the Hatch Team!

Requirements:

- Ability to attend weekly team check-ins and Hatch Team general meetings in-person, ideally, but accessibility and schedule conflicts will be accommodated with notice.
- Demonstrated interest in collection management, archival practices, or cataloging within an art or cultural institution.

- Strong research skills and attention to detail, ensuring accurate and comprehensive documentation of artworks and associated information.
- Excellent organizational and time management skills, with the ability to prioritize tasks, manage multiple projects, and meet deadlines.
- Strong written and verbal communication skills, with the ability to effectively collaborate with team members and communicate complex information
- Passion for art, cultural heritage, and the preservation of artistic legacies.

Benefits and Skills to Learn

Aside from getting a chance to help out the student community, you will also learn new skills and get access to the following benefits:

- Professional Development:
 - Gain practical experience and expand your knowledge in collection management, archival practices, and cataloging standards within the art industry.
 - Develop expertise in digital rights acquisition and management, enhancing your understanding of copyright laws and intellectual property rights.
- Technical and Analytical Skill Development:
 - Gain hands-on experience in digital rights acquisition, archival management, and cataloging processes within an art gallery setting.
 - Develop proficiency in using cataloging systems, databases, and metadata standards commonly used in collection management.
 - Strengthen your organizational and project management abilities by assisting in tracking and reporting collection management activities.
- Exposure to Artistic Legacies:
 - Develop a deeper understanding of the gallery's permanent art collection, its historical significance, and cultural context.
 - Contribute to the preservation and dissemination of artistic legacies by supporting the documentation and organization of the art collection.
 - Engage with renowned artists, estates, and rights holders, fostering relationships and facilitating the gallery's involvement in exhibitions and collaborations.
- Personal Growth:
 - Cultivate attention to detail, organizational skills, and time management abilities through assisting in archival and cataloging tasks.
 - Develop effective communication skills by collaborating with team members and coordinating with internal and external stakeholders.

PODCAST PRODUCTION MANAGER (1)

Reports To	Hatch Art Gallery Director
Length of Term	August 2023 - April 2024
Est. Hours per Week	5

Qualities We Are Looking For

The Podcast Production Manager will play a pivotal role in overseeing the creation and production of a podcast series and guided tours of exhibitions in collaboration with the Marketing & Outreach team. This position requires a strong background in podcast production, audio storytelling, and exhibition curation. The Podcast Production Manager will be responsible for leading and coordinating all aspects of podcast production, ensuring high-quality content creation and engaging guided tours that align with the gallery's artistic vision and marketing objectives.

Responsibilities:

- Podcast Production:
 - Conceptualize, plan, and execute a podcast series that showcases the gallery's exhibitions, artists, and artistic concepts.
 - Collaborate with the Marketing & Outreach team to develop engaging podcast topics, episode structures, and interview formats.
 - Manage the end-to-end production process, including researching, scripting, recording, editing, and post-production tasks.
 - Coordinate with guests, artists, curators, and experts to schedule interviews and capture engaging content.
- Guided Tours:
 - Collaborate with the Marketing & Outreach team to design and develop guided tours of exhibitions that provide insightful and enriching experiences for visitors.
 - Research exhibition themes, artworks, and artist backgrounds to curate compelling narratives and talking points for the guided tours.
 - Develop engaging scripts and narratives for the guided tours, ensuring accuracy, clarity, and alignment with the gallery's artistic vision.
- Team Coordination and Collaboration:
 - Collaborate closely with the Marketing & Outreach team to align podcast content and guided tours with the gallery's branding and marketing strategies.
 - Manage external relationships with podcast guests, industry experts, and partners involved in the production and promotion of the podcast series

and guided tours.

- Quality Control and Evaluation:
 - Conduct regular quality checks to review the podcast episodes and guided tours for accuracy, clarity, and engagement.
 - Gather and analyze audience feedback, metrics, and data to evaluate the impact and effectiveness of the podcast series and guided tours.
 - Utilize audience insights and feedback to identify opportunities for improvement and implement enhancements to enhance the overall experience.
- Other:
 - Serve as a gallery attendant during gallery exhibition hours
 - Promote good vibes and engage in community-building activities with the Hatch Team!

Requirements:

- Ability to attend weekly team check-ins and Hatch Team general meetings in-person, ideally, but accessibility and schedule conflicts will be accommodated with notice.
- Excellent storytelling and narrative development skills, with the ability to curate engaging content that resonates with diverse audiences.
- Excellent communication and interpersonal skills, with the ability to engage and collaborate with internal and external stakeholders.

Benefits and Skills to Learn

Aside from getting a chance to help out the student community, you will also learn new skills and get access to the following benefits:

- Professional Development:
 - Opportunity to gain extensive experience in podcast production, including recording, editing, and post-production techniques.
 - Development of project management skills by overseeing the creation and execution of podcast episodes and guided tours.
- Networking and Collaboration:
 - Collaboration with the Marketing & Outreach team, artists, curators, and other stakeholders, fostering valuable connections within the art and podcasting communities.
- Artistic Impact and Engagement:
 - Contribution to the creation of engaging and informative podcast episodes and guided tours, amplifying the gallery's artistic offerings to a wider audience.
 - Opportunity to showcase and promote artists, exhibitions, and cultural

events, providing a platform for meaningful conversations and artistic appreciation.

- Community Engagement and Outreach:
 - Representation of the gallery's podcast program in community and cultural events, building relationships with local organizations and audiences.

PODCAST EDITOR (1)

Reports To	Hatch Art Gallery Director
Length of Term	August 2023 - April 2024
Est. Hours per Week	3-5

Qualities We Are Looking For

In this role, you will be responsible for overseeing the creation of a podcast series and guided tours of exhibitions in collaboration with the Marketing & Outreach team and the Podcast Production Manager. As the Podcast Editor, you will play a crucial role in ensuring the quality and coherence of the audio content, managing the editing process, and delivering compelling and engaging podcast episodes and guided tours that align with the gallery's artistic vision and marketing objectives.

Responsibilities:

- Podcast Editing:
 - Oversee the entire podcast editing process, ensuring high-quality production standards and maintaining the artistic integrity of the content.
 - Edit raw audio recordings to improve clarity, coherence, and overall quality, using professional audio editing software and tools.
- Guided Tours Editing:
 - Edit recorded guided tours of exhibitions to create cohesive and engaging content that captivates the audience.
 - Collaborate with the Marketing & Outreach team and the Podcast Production Manager to ensure the guided tour content aligns with the gallery's branding and artistic vision.
- Quality Control and Post-Production:
 - Conduct thorough quality checks of edited podcast episodes and guided tours, ensuring audio clarity, smooth transitions, and adherence to the

gallery's standards.

- Manage the post-production process, including audio mastering, file organization, and delivery of the finished episodes and guided tours.
- Collaborate with the Marketing & Outreach team to prepare episodes for distribution on various podcast platforms and integrate guided tours into appropriate gallery platforms.
- Collaboration and Communication:
 - Work closely with the Podcast Production Manager, Marketing & Outreach team, and other stakeholders to ensure effective communication and collaboration throughout the editing process.
 - Provide timely updates on the progress of editing tasks, raise any concerns or challenges, and suggest creative solutions to enhance the podcast episodes and guided tours.
- Other:
 - Serve as a gallery attendant during gallery exhibition hours
 - Promote good vibes and engage in community-building activities with the Hatch Team!

Requirements:

- Ability to attend weekly team check-ins and Hatch Team general meetings in-person, ideally, but accessibility and schedule conflicts will be accommodated with notice.
- Proven experience as a podcast editor or audio editor.
- Proficiency in audio editing software and tools, such as Adobe Audition, Audacity, or similar platforms.
- Excellent communication and interpersonal skills to collaborate effectively with team members and stakeholders.
- Flexibility and adaptability to accommodate changes and feedback during the editing process.

Benefits and Skills to Learn

Aside from getting a chance to help out the student community, you will also learn new skills and get access to the following benefits:

- Professional Development:
 - Opportunity to enhance your audio editing skills and gain hands-on experience in podcast production and guided tour creation.
- Networking and Community Involvement:
 - Collaboration with the Marketing & Outreach team, podcast guests, artists, and curators, expanding your professional network within the art and podcasting industries.

- Engagement with the local community by providing informative and engaging audio content, fostering art appreciation and community involvement.
- Creative Development:
 - Contribution to the creation of compelling and immersive podcast episodes and guided tours, showcasing your creativity and storytelling abilities.
 - Application of audio editing techniques to enhance the artistic and aesthetic qualities of the content, refining your creative skills.
- Project Management and Collaboration:
 - Experience in managing and coordinating the editing process, ensuring efficient workflows and timely delivery of high-quality episodes and guided tours.
- Artistic Impact and Engagement:
 - Contribution to the gallery's mission of promoting art appreciation and engagement through high-quality audio content.
 - Opportunity to inspire and educate audiences about art, exhibitions, and artists, fostering a deeper connection between the public and the gallery's offerings.
 - Influence in shaping the gallery's podcast and guided tour program, contributing to its growth and success.

INTERNAL LEAD (1)	
Reports To	Hatch Art Gallery Director
Length of Term	August 2023 - April 2024
Est. Hours per Week	5
Qualities We Are Looking For	
<p>In this role, you will be responsible for fostering a positive and inclusive work environment by organizing team socials, leading community building initiatives, and addressing human resources and equity, diversity, and inclusion (EDI) concerns. As the Internal Lead, you will play a crucial role in nurturing strong relationships among gallery staff, promoting a sense of belonging, and ensuring a supportive and equitable work culture.</p>	

Responsibilities:

- Team Socials and Community Building:
 - Organize and coordinate team social events, team-building activities, and celebrations, fostering a sense of community.
- Equity, Diversity, and Inclusion (EDI) Initiatives:
 - Act as a resource person for EDI concerns, providing guidance, support, and resources to other volunteers who may have questions or require assistance.
 - Collaborate with the AMS Equity and Inclusion Specialist for EDI-related resources.
- Conflict Resolution and Mediation:
 - Facilitate conflict resolution and mediate disputes within the gallery team, promoting open communication, active listening, and mutual understanding.
 - Provide a supportive and confidential environment for other volunteers to express their concerns and seek resolution.
 - Collaborate with relevant stakeholders and AMS Ombudsperson when necessary, to address more complex or sensitive issues.
- Professional Development and Training:
 - Identify professional development opportunities for other volunteers, including workshops, conferences, or training programs related to team-building, EDI, or other relevant areas.
 - Stay informed about emerging trends, best practices, and legal requirements in EDI, and team management, sharing relevant information with the gallery team.
- Other:
 - Serve as a gallery attendant during gallery exhibition hours
 - Promote good vibes and engage in community-building activities with the Hatch Team!

Requirements:

- Ability to attend weekly team check-ins and Hatch Team general meetings in-person, ideally, but accessibility and schedule conflicts will be accommodated with notice.
- Experience in team building, community engagement, HR, or EDI initiatives.
- Familiarity with equity, diversity, and inclusion principles and best practices.
- Excellent interpersonal and communication skills, with the ability to facilitate discussions, mediate conflicts, and foster a positive work culture.
- Strong organizational and planning skills, with the ability to coordinate events, initiatives, and training programs.
- Ability to handle confidential information with discretion and maintain

professionalism.

Benefits and Skills to Learn

Aside from getting a chance to help out the student community, you will also learn new skills and get access to the following benefits:

- Professional Development:
 - Opportunity to develop leadership and management skills through leading team socials and community building initiatives.
 - Exposure to human resources and equity, diversity, and inclusion (EDI) practices, enhancing your knowledge and understanding of these areas.
 - Gain experience in conflict resolution and mediation, strengthening your interpersonal and communication skills.
- Networking and Collaboration:
 - Collaborate with a diverse group of gallery staff, fostering strong relationships and promoting teamwork.
- Personal Growth:
 - Opportunity to promote equity, diversity, and inclusion within the gallery, fostering an environment of empathy.
- Community Engagement:
 - Contribute to the gallery's community engagement efforts by fostering a sense of connection and involvement among staff members.