



Ethnocultural Art Histories Research
A 100% student-driven workgroup

The Ethnocultural Art Histories Research group has some openings in its committee. The available positions are as follows:

- **Graduate Co-coordinator - 1 position**

With the Undergraduate Coordinator (Brittany Watson), both coordinators are responsible for overseeing that EAHR runs smoothly. EAHR Coordinators are the point-persons for EAHR affairs, task delegation, generating the annual report, hold monthly meetings with its committee and arranging to meet with EAHR's Academic Supervisor, Dr. Alice Jim twice a semester. Co-coordinators generate programming for the academic year and perform outreach to other departments and universities, and ensure EAHR's mandate as a safe space for engaging with ethnocultural art histories. Will communicate with EAHR Co-coordinators regularly. Candidates should be very organized, enthusiastic and solution oriented.

Time commitment: 5-15hrs/wk depending on project(s) in production.

- **Public Relations/Media/Promotions - two positions**

PR Co-coordinators work as a team and are responsible for all promotional items (i.e. generating and distributing press releases in French and English- both internally and to the general public, updating EAHR's website and Facebook pages and nurturing its web presence/community, sending announcements to EAHR's Membership and public). Will communicate with EAHR Co-coordinators regularly. Candidates should be strong writers and communicators, knowledge of French written and spoken preferable. Time commitment: 5-10hrs/wk depending on the project(s) in production.

- **Financial coordinators - two positions**

Financial Co-coordinators are responsible for securing funds for all EAHR activities, including external sponsorships (i.e. EAHR annual conference "Cultural Convergences"). Co-coordinators will keep track of budget and be versed on details pertaining to grants and financials, and will keep track of progress for the 2014 EAHR Annual Report. Will communicate with EAHR Co-coordinators regularly. Time commitment: 5hrs/wk (more or less)

- **Graphic designer**

EAHR seeks a graphic designer with experience to create posters (web & print) and catalogues. Time commitment: flexible in relation to project milestones.

How to Apply:

1. Please indicate which position you are applying for in the Subject Heading of your email and cover letter.
2. Applicants must submit a CV and a cover letter (**100-200 words max**)- in PDF form to info@ethnoculturalarts.org - outlining why they would like to join the committee and what skills they believe would benefit the group.
3. The closing date for applications will be **11:59pm, Friday Nov 1, 2013**. Only successful applications will be contacted for an interview the following week

Please do not hesitate to contact Brittany and Adrienne should have additional questions.