

ArtsLehigh – Work/Study Positions

Production Assistant

Department: ArtsLehigh/Humanities Center

Position: Production Assistant

Supervisor: Silagh White

Location: 230 W. Packer Avenue

Placement: ARTSL

Level: IV

Phone: 610.758.5774

Community Service: NO

Description: Work study position. Qualified candidates should have some real-life experience in planning and executing arts/cultural events at Lehigh/Community. Partnering with Humanities Center for production on all events and activities including but not limited to First Fridays at Campus Square, Day without Art, and WinDDowns. MUST BE a “can do” person who is extremely reliable, organized, responsible and self-motivated. Flexible hours. If you love taking a project from start to finish this is the work study position for you!

Marketing Assistant

Department: ArtsLehigh/Humanities Center

Position: Marketing Assistant

Supervisor: Silagh White

Location: 230 W. Packer Avenue

Placement: ARTSL

Level: V

Phone: 610.758.5774

Community Service: NO

Description: Work study position. Open to Graphic Design Majors, Art & Architecture Majors or Marketing Majors with high degree of artistic creativity. Qualified candidates must be capable of creating/producing printed and electronic promotional materials i.e.: flyers, invitations, posters, print ads, brochures, etc. for various events/programs at ArtsLehigh and Humanities Center. In addition, this person will be responsible for distributing printed promotional materials to the appropriate sites on Campus and in the Community. MUST BE a “can do” person who is extremely reliable, responsible and self-motivated. Flexible hours. Interview and portfolio (or sample of work) required. Let your imagination and creativity really pay off!

Art Manager

Department: ArtsLehigh

Position: Art Manager

Supervisor: Silagh White

Location: 230 W. Packer Avenue

Placement: ARTSL

Level: V

Phone: 610.758.5774

Community Service: NO

Description: Work study position. Open to Museum Studies Majors, Graphic Design Majors, or Art & Architecture Majors. Qualified candidates will be responsible for all aspects of “gallery” areas at ArtsLehigh house which includes: maintenance/repair of walls, installation of art exhibitions, dismantling exhibitions, shipping of artwork (if necessary). In addition this candidate will assist in the administrative aspects of juried exhibitions as well as assist with ArtsLehigh events in which art plays an integral part (i.e. shrouding of art – Day without Art or ArtsVenture Field Trips). MUST BE a “can do” person who is detail oriented, extremely reliable, responsible and self-motivated. Flexible hours. Interview required. If you are looking for a way to blend your love for art and administration together this is the position for you.

Website Manager

Department: ArtsLehigh

Position: Website

Supervisor: Silagh White

Location: 230 W. Packer Avenue

Placement: ARTSL

Level: V

Phone: 610.768.5774

Community Service: NO

Description: Work study position – open to Graphic Design Majors, or Art & Architecture Majors. Qualified candidates will be responsible for all aspects of maintaining ArtsLehigh website on a regular basis. Previous website maintenance a plus. MUST BE a “can do” person who is detail oriented, enjoys researching websites for facts gathering, extremely reliable, responsible and self-motivated. Flexible hours. Interview required. If you are “surfing enthusiasts” this is the position for you.