



**Position: A/P/A Photographer & Design Assistant
Fall 2018**

Seeking student staff to photograph A/P/A Institute public programs (e.g. lectures, screenings, exhibition openings, and conferences). Applicant must have photography experience (preferably using DSLR cameras), and be comfortable with Adobe Creative Cloud. Tasks and responsibilities include: taking and editing photographs for social media and print; designing graphics and marketing materials for social media and print; running errands; data entry, photocopying and filing; answering the Institute phone lines; and event preparation (e.g. setting up chairs, tables, and catering), event staffing (e.g. greeting guests, taking photographs, and overseeing reception), and event cleanup.

Qualifications

Candidate should have an interest in Asian/Pacific American history, literature, arts, and scholarship; a working knowledge of Adobe Creative Cloud (specifically Photoshop, InDesign, Lightroom); and familiarity with social media platforms. Must be reliable, personable, detail oriented, and self-motivated. Strong writing skills, and marketing and/or publicity experience are preferred. Students will be expected to commit to an average of 15–20 hours per week of combined event and in-house office time. Our office hours are Monday–Friday, 10:00 a.m.–6:00 p.m., and shifts are three hours minimum. Most events are scheduled on weeknights between the hours of 5:00–10:00 p.m. so candidates must be available to work a few evenings a week. Event dates and times will be discussed during the interview process.

Salary

Undergraduate: \$15.00 per hour (effective 9/1/18)

Graduate: \$18.00 per hour (effective 9/1/18)

College Work Study preferred.

Please email Ruby Gómez (ruby.gomez@nyu.edu) a resume and cover letter detailing your work, community, and volunteer experience; past photography work (with links); your interest in the Asian/Pacific/American Institute at NYU; and a list of hours between 10:00 a.m.–10:00 p.m., Monday–Friday during which you would be available to work.

Due to the nature of this position you must meet the qualifications listed above to be considered. This position's start date is the first week of the fall semester.

For more information about the Asian/Pacific/American Institute at NYU, please visit apa.nyu.edu. If you have questions about this position please contact Ruby Gómez at ruby.gomez@nyu.edu or call 212.998.9040.