Asian/Pacific/American Institute at NYU

Position: Senior Public Programs Assistant
Fall 2019

Seeking a graduate student to assist our Associate Director in planning and executing A/P/A Institute’s public programs, which include panel discussions, workshops, screenings, exhibition openings, and conferences. Tasks and responsibilities include: managing social media accounts; aiding in publicity efforts; maintaining guest lists; placing catering orders; and event set up, clean up, and staffing. Other duties may include setting up for meetings, greeting guests and visitors, and assisting with research projects.

Qualifications

Candidate should have an interest in Asian/Pacific American history, arts, and/or scholarship; demonstrated experience using social media platforms (Facebook, Twitter, and Instagram). Must be an excellent multitasker, strong writer, detail-oriented, and self-motivated. Events experience preferred. The Senior Public Programs Assistant is expected to work 20 hours per week of combined event and in-house hours. Our office hours are Monday-Friday, 10:00am-6:00pm, and each shift must be at least three hours long. Most events are scheduled on weekdays between the hours of 5:00pm-10:00pm. Event dates and times to be discussed during the interview process.

Salary

Graduate: $20.00 per hour (effective 9/1/19)

**College Work Study preferred.**

Please email Ruby Gómez (ruby.gomez@nyu.edu) a resume and cover letter detailing your work, community, and volunteer experience; your interest in the Asian/Pacific/American Institute at NYU; and a list of the hours between 10:00am –10:00pm, 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.

For more information on 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.