

**ADAMS HOUSE ART ROOM  
STUDENT ARTS ASSISTANT  
APPLICATION FORM**

The following application is for a role as a student arts assistant, with the OFA and Adams House, to support the Adams House Art Room in Randolph Hall.

We are hiring three arts assistant for the 2023-24 year. Each arts assistant will primarily be responsible for hosting a weekly open hours, for 2-3 hours at \$15/hr.

**To apply: please send the below application, as well a resume, by 5pm on Thursday, 10/12/23, to [matthewburke@fas.harvard.edu](mailto:matthewburke@fas.harvard.edu) & [dgunderman@jd24.law.harvard.edu](mailto:dgunderman@jd24.law.harvard.edu)**

Arts assistants will be responsible for overseeing use of the Art Room during Open Hours. Duties will include overseeing access to house arts supplies, ensuring safe and responsible use, and the cleanliness and maintenance of the space during and after Open Hours. They will work with the Arts Tutors to ensure the Art Room is stocked and managed to allow support of Adams students' arts endeavors in the Art Room.

Name:

HUID:

House Affiliation:

College e-mail:

Semesters remaining (including F2023):

Class Year:

Hired arts assistants will be assigned to a set Open Hours block each week. Please rank all slots you could commit to staffing for the remainder of Fall 2023 (excluding College holidays). If you are unable to staff one week, you will need to get coverage from one of the other arts assistants.

Monday 6-9pm

Tuesday 6-9pm

Wednesday 6-9pm

Thursday 6-9pm

Saturday 1-4pm

Sunday 1-4pm

We have a tentative schedule of M6-9pm, W6-9pm, and Su1-4pm, however we are open to different schedules depending on applicant availability.

Will your availability be significantly different in Spring 2024, such that you may not be able to staff a 2-3hr open hours block on a weekly basis?

Yes

No

If yes, please share any relevant information below.

## STATEMENTS AND INFORMATION

Why do you want to be an Adams arts assistant? What informs this interest?

The role of an arts assistant is not specifically an artistic role, however the arts assistants will be responsible for supporting art and artists in the house.

Please tell us about a past artistic or work experience that informs how you would undertake the arts assistant role.

The arts assistants will also be a liaison between students in the house and the Arts tutor team, helping with the stocking and direction of the space.

What is one kind of art you'd be interested in helping bring to the space?

Is there anything else you'd like us to know?