Program Associate, Stanford Arts Institute
Temporary assignment – anticipated end date 11/30/21

Submit cover letter and resume to Jessi Piggott: jpiggott@stanford.edu

Note: Not all unique aspects of the job are covered by this job description

The Stanford Arts Institute offers interdisciplinary arts curricula and research programs, drawing on the wide-ranging intellectual resources of Stanford University.

The Program Associate reports to the Honors in the Arts Fellow in the Stanford Arts Institute. They provide support for the Arts Institute, managing the administration and logistics of the Honors in Arts, Inter-Arts Minor, Arts Immersions, and Arts+Justice programs, as well as other programs as needed.

CORE DUTIES:
• Working closely with the HIA Fellow, provide project and administrative support of several arts programs, including Honors in Arts, Inter-Arts Minor, Arts Immersion, Arts+Justice program, and other programs as developed.
• Coordinate development, communication, application review/selection, logistics and execution.
• Manage program financials: assist in establishing program budgets and track spending to ensure programs stay within budget.
• Interface with and support students and their projects, as it relates to the Stanford Arts Institute programs.
• Assist the HIA Fellow with program documentation and archive, including development and maintenance of web content.
• Oversee and/or perform duties associated with scheduling, organizing, and operating conferences, seminars, and events, including arranging with vendors for services, overseeing the production and distribution of materials, administering logistics, and managing event within budget.
• Compose and draft documents and correspondence for presentations, course handouts, grants, conferences, seminars, and reports; perform substantial editing and fact checking. Create, maintain, modify, and/or ensure accuracy of content in various unit documents, displays, reports, brochures, social media, and/or websites.
• Arrange travel and other logistics in compliance with unit, university, and sponsor policies.
• Evaluate and select vendors and providers of services according to stakeholder requests and requirements.
• Create complex reports and spreadsheets, which may utilize specialized software and systems.
• Process a variety of financial transactions, including expense and travel reimbursements; produce, monitor, and reconcile finances; research, identify, and resolve discrepancies.
• Other duties as assigned.

MINIMUM REQUIREMENTS:
Education & Experience:
• High school diploma and four years of administrative experience, or combination of education and relevant experience.
• Background in some aspect of the arts desired, but not required.

Knowledge, Skills and Abilities:
• Excellent employee-relations skills and ability to work effectively with faculty and diverse constituents.
• Demonstrated success in program administration.
• Ability to initiate projects, work independently and be extremely reliable and effective at establishing and managing multiple priorities with minimal supervision.
• Excellent ability to schedule, track and report on projects and deliverables; ability to problem solve when challenges arise.
• Must possess strong planning and organizational skills, with attention to detail.
• Must be flexible, innovative and receptive to taking on new and/or changing responsibilities.
• Ability to accomplish goals working through formal and informal channels, with diplomacy and tactfulness.
• Excellent verbal and written communication skills.
• Advanced computer skills, including email applications, Microsoft Office suite and other online documents, such as Google Docs. Ability to learn new tools, techniques, applications, systems and processes as needed.

WORKING CONDITIONS:
• May require some working evenings and weekends.
• Temporary position can be hybrid or remote.