



Graduate Apprentice for the Fine Arts Living-Learning Community

Division: College of Arts and Sciences
Departments: Theatre Arts, Art, Film & Digital Media and the School of Music
Responsible to: Program Director for the Fine Arts Living-Learning Community

Job Summary:

The graduate apprentice (GA) for the Fine Arts Living-Learning Center works with the Program Director in order to establish meaningful community within the FA-LLC. Specifically, the GA will have duties advising and mentoring our student leadership team, including 1:1's with students and weekly team meetings. They will also plan and implement large-scale student programs, such as community dinners, with a fine arts focus and field trips throughout Texas including the Austin Film Festival, Dallas Opera and Dallas Symphony, and more. In addition, they will have other opportunities to work closely with faculty and establish meaningful partnerships. The GA also assists in housing placement, application review, marketing, and assessment for the Fine Arts Community.

This is an independent position that allows the GA to be visionary/creative and be able to assess the program and make changes and improvements freely; such opportunities include designing student leader training, community dinners, etc. **This position covers a wide cross-section of higher education areas including academic affairs, residence life, student development, alumni engagement and programming.** A background or interest in at least one Fine Arts subject (music, theater, art, or film) is preferred but not required. The GA for the FA-LLC will also be required to attend the NASPA Annual Conference during the Spring of 2027 semester.

Responsibilities:

Student Leadership

- Create events/schedule for Welcome Week (Fine Arts LLC students only)
- Collaborate on Baylor Arts Alliance events and alumni engagement across Texas and the US
- Coordinate with leadership team on planning and implementing community dinners, field trips, and other in-hall programming

Event Planning and Programming

- Hire, train, and mentor student leaders for leadership team
- Advise the Fine Arts Student Leadership Team and attend their meetings
- Hold office hours to meet and mentor students in the program

Marketing

- Process and communicate with students and parents on their housing assignments and housing issues
- Create flyers and social media campaigns to market events and programs
- Assist in developing marketing and PR materials to promote the Fine Arts LLC

Administrative

- Assist with the facilitation of all Fine Arts LLC field trips including our Spring Break NYC trip
- Assist with updating and accepting student applicants to the program
- Create the yearly program calendar

****Evening and weekend work required and other duties as assigned***

For more information on the LLC, please visit our website: <http://www.baylor.edu/fineartslhc/>