Application for the Princeton University Art Museum Student Advisory Board

2015-16 Application Deadline: Monday, December 7 at 5pm

Please send via email to Jessica Popkin (popkin@princeton.edu)

The Student Advisory Board (SAB) is a group of undergraduate students dedicated to fostering sustained student involvement with the Princeton University Art Museum, and to making them Museum a central space for lively participation in and appreciation of the visual arts here at Princeton. The SAB meets every other Sunday at 3pm during the academic year and is responsible for organizing student-focused events at the Art Museum, including the annual student gala.

All students interested in serving on the SAB must apply for a position. Members serve one-year terms, from February to February, but may re-apply each year.

All applicants (including returning Board members) will be interviewed in January. Applicants will learn of their acceptance status before the end of January.

How to Apply:

Send the following information to Jessica Popkin at popkin@princeton.edu by the application deadline:

- Name
- Major
- Class year
- Extracurricular activities
- Eating Club or residential college affiliation (if
applicable)
• Why do you want to join the SAB?
• How did you learn about us?
• Do you have any relevant experience with art or museums (NOTE: this is not a requirement for acceptance to the group)? An example might be a prior museum visit, a class, or an internship.
• Please attend the Student Gala at the Art Museum on Thursday, December 3\textsuperscript{th} (7:30-10pm in the Art Museum galleries, free and open to all)
• What is one thing you liked about the Student Gala?
• What is one thing you would change?
• If you cannot attend, or did not attend, explain why.

Students interested in also serving on the Executive Board must indicate times for interviews and answer additional questions.

• For which position(s) are you applying (see next page for job descriptions)?
• What do you think you can bring to this position(s)?
• What skills and/or talents can you bring to this position?
• What new ideas do you have to suggest to the group?
• Which day and time can you interview? Indicate your top 3 preferences:
  (please choose a 30-minute slot)
  - Tuesday, December 9, 8-10pm
  - Wednesday, December 10, 8-10pm
Student Advisory Board Positions:

The Executive Committee consists of the following suggested roles. The students in these positions will work with each other and the general membership to manage the activities of the SAB.

**President:** The President leads and plans all SAB meetings and is the head of the Executive Committee. The President is responsible for managing and maintaining workflow within the SAB as well as ensuring that all tasks are completed in a timely fashion. The President will also work with the Art Museum’s Student Outreach Coordinator to shape the Board’s annual goals and projects.

**Vice President for Social Media and Marketing:** The Vice President for Social Media and Marketing is responsible for updating the Facebook page and blog with events, student spotlight interviews, and other projects. He/she also works with Museum staff to develop marketing materials and campaigns for SAB events, and coordinating marketing opportunities for the group.

**Vice President for Events:** The Vice President for Events is responsible for managing all SAB-sponsored events. This requires overseeing such details as entertainment, performers, food, building services, etc. before the event and overall event logistics.

**Chair of Community Outreach:** The Chair of Community Outreach works closely with the VP for Events, and is responsible
for organizing and executing SAB co-sponsored events that develop or occur outside of the Museum. This includes collaborations with other student groups and SAB-specific team building events. He/she also coordinates regular community services opportunities for the SAB, and is in charge of ensuring that the SAB has a presence at the annual Student Activities Fairs.

**Chair of Academic Outreach:** The Chair of Academic Outreach (CAO) is responsible for organizing and executing at least one visit by a practicing artist each year as well as the development of academic components for SAB-organized events. The CAO will also aid the Art Museum’s Student Outreach Coordinator in creating opportunities for SAB members to learn about the Art Museum’s collections and exhibitions.

**Secretary:** The Secretary records the minutes of each general meeting of the Student Advisory Board and manages the SAB internal site and calendar. The Secretary is also responsible for maintaining the SAB digital archive. It is imperative that the Secretary attend all SAB general membership meetings.