

## PRINCETON UNIVERSITY ART MUSEUM

The **Student Advisory Board Executive Committee** consists of the following roles. The students in these positions will work with each other and the members-at-large to manage the activities of the SAB.

### **President**

The President will work closely with the Museum's student engagement and programming coordinator to interview and select board members and set the meeting schedule. They lead all meetings, maintain workflow within the organization, and ensure that deadlines are met. The person in this position will need to work independently and make decisions on behalf of the board. This position requires strong organization and project management skills, experience with public speaking, knowledge of the Princeton University Art Museum's mission, collections, and exhibitions. Knowledge of Google Workspace preferred.

### **Vice President of Marketing**

The Vice President of Marketing works with Museum staff and SAB members to develop marketing materials and campaigns for SAB events and coordinates marketing opportunities for the organization (including the semiannual ODUS Involvement Fest). The person in this position will work independently and make decisions about the SAB website including making regular updates. Knowledge of marketing strategies and design experience preferred.

### **Vice President of Social Media**

The Vice President of Social Media manages the SAB's Instagram and Facebook accounts. The person in this position will make decisions about the SAB's social media initiatives featuring student posts about art, SAB programs and events, and the Museum's collections. Knowledge of social media strategies and design experience preferred.

### **Vice President of Programs**

The Vice President of Programs is responsible for managing SAB-sponsored events. Past events have included artist talks, the Museum Student Gala, and Inspiration Night. This requires overseeing all Zoom program logistics, such as tech rehearsals, and coordinating with program presenters for virtual events. For in-person events, the VP of Programs will make decisions about entertainment, performers, food, and building services. They will oversee and implement all event coordination. Strong organization and project management skills required.

### **Chair of Student Engagement**

The Chair of Student Engagement is responsible for reaching out to student organizations and facilitating collaborative programs and social media initiatives. The person in this position will focus on engagement with different student organizations and make decisions about partnerships and engagement initiatives. Knowledge of Princeton University's student organizations required.

### **Chair of Community Engagement**

The Chair of Community Engagement is responsible for organizing and executing programs and activities that connect the Museum to Princeton University's surrounding communities. This can include bringing community groups to campus to experience our collections and exhibitions or organizing community service opportunities for the SAB, encouraging members to visit and engage with surrounding communities. Strong organization and project management skills required.

### **Chair of Diversity and Inclusion**

The Chair of Diversity and Inclusion is responsible for supporting the SAB's diversity, inclusion, and anti-racism initiatives. The person in this position will work with the Office of Diversity and Inclusion to

coordinate training sessions and organize a list of resources, including readings, videos, and campus events focused on diversity and inclusion. Additionally, they will work with the Chair of Student Engagement to make decisions about partnerships and engagement initiatives with student groups and campus organizations around these topics. Knowledge of the University's policies and initiatives regarding identity, inclusion, equity, and social justice education required.

### **Chair of Alumni Engagement**

The Chair of Alumni Engagement is responsible for organizing initiatives to connect SAB members with Princeton alumni working in the arts. Past events and initiatives have included a Reunions networking lunch, networking meetups in New York City, a virtual alumni pen pal program, and a biannual alumni e-newsletter about SAB events and projects. Strong organization and project management skills required.

### **Social Chair**

The Social Chair is responsible for organizing social activities for the board's members. The goal of these activities is to strengthen relationships between board members. Strong organization and project management skills required.

### **Secretary**

The Secretary records the minutes of each meeting, takes attendance, oversees the SAB shared Google Calendar, and keeps records of SAB programming, initiatives, and events. They are responsible for summarizing the meeting and making decisions about action plans and next steps. Attendance at all SAB meetings and knowledge of Google Workspace required.