



RYMAN ARTS ALUMNI FELLOWSHIP 2020

Ryman Arts is seeking applications from alumni of the program for its annual Alumni Fellowship.

This fellowship is designed to strengthen our ability to prepare Ryman Arts alumni for personal and career success. It will also foster the engagement of all Ryman Arts alumni with the organization, each other, and community resources.

One Ryman Arts alumnus will be selected by application for a part-time paid fellowship during which the Fellow will work on alumni-related research and engagement initiatives. The Fellow will participate in other Ryman Arts organizational activities and relevant professional development. The Fellow will strengthen his or her leadership skills through experiential learning and coaching. The Fellow is expected to be a recent college graduate (or possibly an upper-level undergraduate) interested in developing project management skills and exploring career opportunities in community service.

Working with Ryman Arts staff, the Fellow will develop a main project and several smaller projects aligned with the organization's needs and the Fellow's professional development goals. The fellow will have his/her own desk with a computer, and may travel to offsite meetings. The Executive Director will provide supervision and guidance on projects.

FELLOWSHIP PROJECTS MAY INCLUDE:

- Research options and present several professional development programs to build alumni capacity for their future success. These may include networking events with business leaders, site visits, and/or alumni art exhibitions.
- Research, survey, re-connect, and communicate regularly with alumni and maintain database of contact information.
- Collect, write, and produce alumni stories.
- Solicit and coordinate alumni volunteerism in student programs, public events, and fundraisers. For example, organize alumni speaker panels, arrange mentoring for current students, or produce public art activities for a drawing festival.
- Steward other alumni and foster a culture of "paying it forward" through alumni giving. The Fellow will coordinate an online peer to peer fundraising campaign, outreach to other alumni and track progress.

AVAILABILITY: The Fellowship is available beginning March 1, 2020 and ends on December 31, 2020, with the expectation that the Fellow will work 20 hours per week. Schedule may include occasional evenings and weekends for special events. Specific schedule may be adjusted by mutual agreement.

STIPEND: Fellow will be paid at an hourly rate of \$18. This limited term position includes employer-paid medical insurance.

ELIGIBILITY: Candidates must be alumni of Ryman Arts, able to work in Ryman Arts' downtown Los Angeles office, and eligible to work in the US. Candidates must have earned a bachelor's degree; however upper level undergraduates within one year of expected college graduation may be considered.

TO APPLY: Applicants should send the following materials to Diane Brigham, Executive Director.

- Cover Letter (no more than 2 pages) that addresses these questions:
 - 1.) What year did you graduate from Ryman Arts and how did your experience impact you?
 - 2.) How could you apply your skills and interests to assist other alumni in their professional development?
 - 3.) How would this Fellowship help you grow professionally and personally?
- Resume
- Contact information for 2 professional or academic references

DEADLINE TO APPLY: FEBRUARY 12, 2020.

Please send these required application materials by email or postal mail to:

Ryman Arts Alumni Fellowship Opportunity
1933 S. Broadway, 11th Floor, Suite 1138
Los Angeles, CA 90007

rymanarts.org | dbrigham@ryman.org