



RYMAN ARTS ALUMNI FELLOWSHIP 2019

Ryman Arts is seeking applications from alumni of the program for its 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 nine-month part-time 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 own leadership skills and career direction 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 and the Ryman Arts Board Alumni Representative, 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 implement several professional development programs to build alumni capacity for their future success. These may include events with business leaders, site visits, and/or alumni art exhibitions.
- Develop outreach systems and networking opportunities including social media and in-person events.
- 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, The Big Draw LA, and fundraiser events. For example, organize alumni speaker panels, mentoring for students, or a public art activity for The Big Draw LA.
- 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 tracking progress.

PLACEMENT: The Fellowship begins April 1 and ends on December 31, 2019, with the expectation that the Fellow would work 20 hours per week. Specific schedule may be adjusted by mutual agreement.

STIPEND: Fellow will be paid at an hourly rate of \$18. This limited term position includes 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 (dbrigham@ryman.org) by **February 22, 2019:**

- 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

Please these required application materials by email or postal mail **Friday, February 22, 2019** to:

Ryman Arts Alumni Fellowship Opportunity
1933 S. Broadway, 11th Floor, Suite 1138
Los Angeles, CA 90007
rymanarts.org | dbrigham@ryman.org