Road Manager, Graduate Assistant
African American Arts Institute (AAAI), UA-MRKT
Office of the Vice President for Diversity, Equity, and Multicultural Affairs

Primary Role:
The African American Arts Institute manages performing activities of ensembles, which are courses in the Department of African American and African Diaspora Studies: African American Dance Company, African American Choral Ensemble and IU Soul Revue. Reporting to the AAAI’s Events and Communications Specialist, road managers assist with managing the ensembles’ performance engagements, help both on and off campus, and assist with the management of other events and programs presented by the AAAI. Each road manager is assigned to serve as the primary management assistant for a specific ensemble, while they also work as a team to help plan and implement AAAI events in general.

Academic Year: 2022-2023, 10-month academic appointment

Weekly hours: 20 hours per week, 50% of Full-Time Equivalent. The ensemble classes currently meet on the following weekly schedule: African American Dance Company, Tuesday and Thursday, 4:15pm to 7:15pm; African American Choral Ensemble, Monday and Wednesday, 3:00 to 4:30pm; IU Soul Revue, Tuesday and Thursday, 4:15 to 6:15pm. Schedules may change each semester. A schedule of auditions, performances, and rehearsals held outside of class time, and other required events is posted at the beginning of each semester. The Road Manager is required to attend all class sessions for their assigned ensemble, rehearsals, performances, meetings, and other required events, some of which are scheduled in evening and on weekends, within and outside of Bloomington.

Compensation: $18,000 stipend disbursed in 10 monthly payments, a 30-credit hour fee remission with a maximum of 12 credit hours per semester and 6 credit hours during the summer, and health insurance coverage from August 1, 2022 through July 31, 2023.

Essential Duties/Responsibilities:

- Manage performance engagements held both on and off campus, working in cooperation with presenters, ensemble directors, and other AAAI staff members or personnel assigned to engagements.
  - Develop itineraries
  - Plan arrangements for food and drink
  - Give directions to students, staff, and other travelers
  - Monitor contractual agreements and report potential agreement violations
  - Prepare engagement reports
- Handle engagement finances:
  - Use and follow IU procedures regarding Procurement Card and Event Planner Cards
  - Submit receipts to the AAAI office within 48 hours of return from engagements
- Assist ensemble directors with administrative duties, which include:
  - Gathering engagement related information
  - Distributing information by phone, email, and hard copy
  - Serving as liaison between the ensemble and the AAAI administrative offices

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• Occasionally serve other functions during engagements, such as:
  o House managing
  o Stage managing
• Manage costumes as assigned
  o Clean and press, or facilitate cleaning service pickup and delivery
  o Assist with purchases
  o Manage costume inventory
• Run errands
• Work on special projects such as fundraising, recording, and media preservations projects, etc. as assigned
• Perform other duties as assigned necessary by the Events and Communications Specialist or ensemble director

Qualifications:

Minimum Education: Must be accepted at Indiana University Bloomington in a graduate program with a minimum of 6 credit hours.
Minimum Experience: Two years serving in a group leadership role, preferably in the performing arts

Required knowledge, skills, and abilities:

• Schedule that allows for flexibility for attendance during scheduled class time, rehearsals, performances, and other required activities
• Excellent organization, communication, and interpersonal skills
• Computer proficiency using Microsoft Office for word processing and spreadsheets
• Previous experience in music or dance performance and/or performance management
• Possess strong leadership ability
• Possess strong interpersonal skills
• Must have a valid driver’s license
• Must maintain good class standing

Expectations:

The Graduate Assistant must:

• Attend staff meetings, orientation and training sessions, rehearsals, and performances as assigned
• Maintain office hours as required by the Events and Communications Specialist
• Be present and prompt at all job-related events and meetings
• Take responsibility for security and care of university equipment and facilities assigned for your use
• Adhere to AAAI policies and procedures, policies and procedures outlined in the IU Handbook for Student Academic Appointees and other IU publications governing students, faculty and staff.

The Graduate Assistant must be a Bloomington campus student and may not concurrently hold a position as Associate Instructor, Graduate Assistant, or Research Assistant, nor be committed to other full-time employment. The employee will be expected to work evening hours and work weekend events as needed. Please complete an application for work study eligibility at the following link: [https://fafsa.ed.gov/](https://fafsa.ed.gov/)