

**Position Title:** MAC (MassArt Activities Council) Executive Board

**Supervisor Name:** Laura Flynn

**Supervisor Title:** Senior Director of Student Engagement

**Department:** Student Engagement

**Number of Openings:** 6

**Hours per Week:** 3-5

**Hourly Rate or Salary:** \$13.50/hour up to \$1,000/semester (\$14.25/hour Spring 2022 -raise in minimum wage)

Leadership experience complements the academic curriculum at MassArt and empowers students to become more confident, engaged artists, designers and citizens. Students have the opportunity to apply for various paid positions to be held during their sophomore through senior years.

Student Leadership at MassArt is rooted in MassArt's Mission and Values and is essential to transforming MassArt's culture and community. All student leaders will be expected to uphold MassArt's missions and values as we work together to make MassArt a more equitable place to work, learn, live and make.

**Position Duties & Description:**

Students must be full-time undergraduate students in good academic and disciplinary standing throughout the employment term. MAC Board student members coordinate social, cultural, community service and educational programs for the MassArt student body each semester. This programming board provides an opportunity for students to get involved in the planning, facilitating, promoting and implementation of exciting student-run programs.

**All MAC Board members shall:**

- Participate in staff training workshops for 2 days in July and January
- Develop and coordinate social, cultural and educational programs/trips for the student body
- Assess community and create programs of interest
- Be present at MAC Board events/trips (not all members will be required to be at all events)
- Fill out pre-program paperwork and post-program evaluations
- Attend weekly executive board meetings up to 2 hours
- Hold 2 hours of office hours per week in the MAC office
- Check MassArt email account daily for messages
- Complete additional tasks and procedures as required (i.e., surveys, schedules, reports, event prep etc.)
- Recruit and train members for their programs as necessary
- Keep organized records of their programs, financial transactions and statistics on attendance, publicity, etc.
- Serve as a liaison and representative of the Board to the MassArt community
- Attend NACA (National Association of Campus Activities) Regional Conference in November

**MAC Executive Board positions include:**

Co-Chairs (2)

Secretary

Treasurer

Social Media

Marketing/ Graphic Design (2)

Specific position assignments will be discussed after the Board has been hired.

**COVID Addendum**

If we are still in a hybrid environment in Fall 2021, there will be a mix of virtual and small, in-person events adhering to public health guidelines. It is possible to do the position fully remotely if necessary.