Background / History

The SC Arts Alliance has been the primary advocate for the arts and arts education in South Carolina since 1979. Over the 40 years, the number of paid staff has continued to be zero or one. Additionally, the SCAA has always worked closely with its university partners on helping inform college students about the role of advocacy in the arts industry and providing opportunities and resources to those collegiate courses.

As the SCAA continues past its 40th Anniversary, and under the direction of its 2016-2019 Strategic Plan, staff has created a Graduate Fellowship program to help fulfill its mission. For the first two years of the program (FY2020, FY2021), the SCAA offered one (1) Fellowship. The first Fellowship was for one semester, while the second Fellowship was expanded to a full year to allow for the student to experience a wider array of opportunities.

Beginning in FY2022, the SCAA will expand this further and offer two (2) year-long Graduate Fellowships. Placement priority will be for one Fellowship for students enrolled in Winthrop University’s Arts Management Graduate Program, and one Fellowship for students in College of Charleston’s Arts Management Certificate Program. At this time, these are the only South Carolina universities that offer a graduate program in Arts Management.

Program Purpose

To create a reputable, replicable, and meaningful career experience for graduate students enrolled in a South Carolina college or university, whose area of study includes coursework in Arts Management or similar fields. This career experience can take the shape of a graduate fellowship, and will be a paid opportunity.

Program Basics

Number of Positions Available: 2 Graduate Fellowships
Start Date: August 1  |  End Date: April 30

Estimated Hours Per Week: 5 - 10
Stipend: $1,500/semester ($3,000 total) per Fellowship

Location: Virtual / At Student Location
Travel Required: SC Arts Summit (February - Columbia), National Arts Action Summit (March - Washington DC)

*Transportation costs covered, stipends provided for meals.
Position Description

Graduate Fellowship

Description: The SC Arts Alliance seeks two passionate graduate students, pursuing an advanced degree in arts administration or similar creative field at either Winthrop University or the College of Charleston to fulfill two fellowships positions. This position, spanning one academic year, August 1 - April 30 (+/-), will give the student an immersive and purposeful experience in government relations, marketing, event and creative management that results in real world experience and connections that will serve their careers in the future. This Fellowship program will provide experiences in all levels of arts management, and arts education at the state and national level.

The Fellows will play a critical role in planning various programs for the year, participate in industry meetings, craft advocacy strategies for the arts and arts education industries, and assist in the management and planning of the SC Arts Advocacy Week which includes a legislative action day at the SC Statehouse and statewide arts summit. The Fellows will also participate in National Arts Advocacy Day in Washington, DC - assisting the SCAA executive director in planning and attending congressional meetings alongside other South Carolina advocates. Attendance at these events is required. Lastly, Fellows will be asked to plan and implement at least one Creative Gathering, a networking event for creative professionals, hosted at a location of their choice.

The Fellowships will focus on hands-on learning experience, with additional duties related to digital content creation, presentations and representation at various meetings, and other projects as they arise. The Fellows must be able to work together to accomplish these various projects. Fellows will be able to take ownership of many aspects of these projects, with oversight from SCAA staff.

Duties:
• Plan and implement one (1) Creative Gathering.
• Monitoring legislative actions and proposals at the state level and creating content detailing those actions for members.
• Assistance in planning, prepping, and managing SC Arts Advocacy Week (February 7-11).
  • Attendance and assistance in managing SCAA’s Statehouse Day (February 9).
  • Attendance at, and additional management responsibilities for, the SC Statewide Arts Summit (February 8).
• Assistance in planning for, and also attending, National Arts Advocacy Day (TBA - usually March) in Washington, DC.
  • Creation of social media and web content.
• Attendance at various industry and partner meetings, including SCAA board meetings as schedule allows.
• Assist Executive Director in daily management tasks.

Commitment: The Fellows must commit to the entire academic year, and these primary duties. While the Fellow is not expected to make this program a priority above graduate program studies, employment, and family needs, there must be a concerted effort to participate as their schedule permits. The busiest time of year for this Fellowship can vary based on political and industry realities, but in general Fellows can expect larger commitments while the Legislature is in session, January - April, and during SC Arts Advocacy Week in February. Fellows will be evaluated after the Fall semester to ensure that they are meeting the criteria of the Fellowship and to promote success in the second semester of the Fellowship.

Virtual / In-Person: The vast majority of the Fellowship program duties are expected to be completed virtually. Fellows are not expected to travel for meetings or gatherings, except for those explicitly laid out
in this description. Fellows may be invited to participate in various in-person events, but will be subject to their availability. The SCAA will compensate Fellows for mileage and meals should in-person travel occur.

**Timeframe and Compensation:** This fellowship opportunity begins in August and runs through April, with exact start/end dates TBD based on the Fellow’s schedule. It includes a stipend of $1,500/semester, paid in installments of $750 at the beginning and end of each semester. In total, the program will pay a stipend of $3,000. Fellows are expected to commit for the entire academic year. Additionally, travel (transportation, registration, and accommodations) to organization events - SC Arts Advocacy Week and National Arts Advocacy Day - will be provided in addition to the stipend.

**Program Credit(s):** This fellowship will include well over 120 hours of hands-on experience with various creative fields, education systems, government relations, and marketing. The SCAA prefers, but does not require that this experience count for coursework credit at a South Carolina institute of higher education. Applicants and their respective Program Directors and/or Deans should contact the SCAA regarding these requirements prior to applying if there are questions about eligibility for credit.

**Location:** This position will be located in the city/town of the student’s college or university and will involve mostly work done via computer, phone, and email.

**Requirements:**
- Must be currently enrolled in a graduate-level arts administration degree or certificate program at a college or university in South Carolina and currently in good academic standing
- A passion for the arts and the policies that govern and support them.
- Some prior professional experience in the arts or related fields.
- Ability to work at an efficient pace with great success.
- Capable of managing time and prioritizing tasks.
- Knowledge of basic social media platforms, email newsletter platforms.
- This position requires the use of a personal phone and personal laptop computer in good, working order - including video and audio capabilities, and basic text, spreadsheet, and presentation software.
- Attendance at SCAA events as detailed above (transportation funded by SCAA in addition to stipend).
- Fulfill all reporting duties required by the Fellow's respective College or University.

**Bonus Points:**
- Event management experience or interest.
- Experience with website management and graphic design software.
- Knowledge of legislative processes.

**Reporting Structure:** The Fellow will report directly to, and work with, the SCAA executive director. The Fellows are also invited to voluntarily attend the SCAA Board Meetings held throughout the year.

**Application Process:** Applications are due by June 24, 2021 and must include a Resume and Cover Letter detailing the student’s current passion and experience in the field, and what career skills they hope to attain through this experience. Additionally, at least one (1) letter of recommendation or endorsement from their program director and/or Dean is required which states, along with any recommendation, that this opportunity will fulfill any fellowship requirements for their Institution, if an internship/fellowship component is a requirement for the program. All materials should be emailed in PDF format to GP McLeer, Executive Director at gpmcleer@scartsalliance.net by the deadline at 5pm. All applicants will be notified of their standing no less than 15 business days following the deadline. Applicants may be asked to participate in a virtual interview, although it may not be necessary.

**Note:** The Fellowship is curated to meet the needs and interests of each Fellow. This Description lays out some of the basics and common program duties, but ultimately, SCAA staff will work with each Fellow to craft a unique and rewarding experience based on their interests, capabilities, and aspirations.