



OPPORTUNITIES AT THE LEAGUE: PROGRAM ASSISTANT

The Architectural League seeks a motivated, organized, detail-oriented, self-directed, collegial individual for our Program Assistant position, **to begin in mid-June.**

The Program Assistant supports all aspects of live programs and projects, working with the Program Director to conceive, organize, and execute the League's lectures, exhibitions, and competitions, and may also work with the Executive Director on select special projects.

The Program Assistant takes on important responsibilities for the League's program logistics and interacts with a large number of program participants, who range from prominent figures in the worlds of architecture, urbanism, engineering, and the visual arts, to young architects and designers just starting their careers, to students. This position requires a strong, demonstrated interest in architecture, design, and/or urbanism. It is a great opportunity for someone interested in the fields of architecture and design, who enjoys the challenge of diverse responsibilities, and who is interested in learning about and participating in the culture of architecture. **This is an entry-level, full-time position, with a competitive salary and benefits.**

Responsibilities & Duties

General Program Administration

- Assist with scheduling program and special project committee meetings
- Attend meetings, draft minutes
- Research and maintain program venue chart; travel and program logistics charts
- Schedule lecture venues and work with venue staff, including A/V teams, to coordinate events
- Serve as logistical liaison to speakers (or assistants)
- Determine special equipment needs for lecturers and make necessary arrangements with venues
- Secure travel arrangements for speakers
- Assemble visual and text material for website; collaborate with communications director

League Prize & Emerging Voices Awards Programs

- Schedule *Emerging Voices* & League Prize committee meetings
- Conduct research for *Emerging Voices* program
- Assist in requesting digital submissions and portfolios for review by *Emerging Voices* juries
- Log digital submissions and portfolios
- Prepare digital and analogue presentation of *Emerging Voices* entries prior to jury meeting
- Assist with juries, including taking minutes
- Assist with scheduling and travel arrangements for speakers for series
- Assist in program poster production; track visual material
- Work with the Communications Director to coordinate print and web graphics
- Respond to inquiries about competition
- Develop unique digital content for each program, including, but not limited to, interviews, videos, and other media
- For League Prize, assist with organizing, producing, and installing exhibition

First Fridays

- Schedule and attend on-site meetings with participating firms to set event expectations
- Gather publicity material and work with program director and communications director to write firm description for website
- Photograph event or coordinate photography with communications director
- Secure and manage volunteers or paid staff as needed for First Friday series

Norden Fund Travel Grant Competition

- Prepare competition announcement poster for print and information for website
- Respond to inquiries about competition
- Receive and record competition entries and recommendation letters in database
- Coordinate with jurors and schedule jury date
- Prepare entries for jury members and send to jury members

Research, Organization of Archived Materials & Library

- Conduct research on lecturers and topics for annual series, *Emerging Voices*, and special series
- Organize research material, graphics, and images to make accessible to staff
- Record speaker names and addresses in general database

CEUs & Program Metrics

- Register all relevant programs with the AIA; record attendance post event and email digital certificate
- Record program attendance in the program reports; coordinate reports with development department
- Record names of volunteers (by event)

Ongoing Special Projects

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- Attend all committee meetings
- Work in conjunction with League and Socrates Sculpture Park staff to draft programmatic and publicity materials, including call for entries
- Assist in organizing related programs
- Assist with jury formation and coordination
- Log digital submissions; prepare digital presentation for jury
- Work with program director and digital team to develop related texts

League Prize/Young Architects Publication

- Collect material from winners and contributors for the Young Architects publication for the League Prize competition
- Liaise with graphic designer, editor, copyeditor, and printer for book publication
- Assist in provision of editorial direction for text, images, and captions

Duties may be added or amended, depending on the needs of the League.

Preferred Traits & Qualifications

- Organized, meticulous, self-directed, and self-driven
- A strong desire to participate in the League's numerous initiatives, events, programs, and projects
- Strong interpersonal communication skills
- Strong and developed research and writing skills
- Flexibility and a willingness to shoulder new responsibilities when needed
- Demonstrated interest and background in architecture, architectural or art history, design, urban studies/urbanism, or related fields
- Proficiency in Microsoft Office (especially Excel), Adobe Creative Suite (especially InDesign and PhotoShop), and Apple Keynote are a plus
- Must have earned a Bachelor's degree or its equivalent by the end of May 2017

Compensation

The Program Assistant will receive a starting annual salary of \$40,000 and a benefits package that includes employer-sponsored health insurance, ten (10) days paid vacation, and access to pre-tax transit, flexible spending, and retirement savings plans.

How to Apply

Click [HERE](#) to access the online application. Please be sure to include a cover letter, a current resume, complete contact information for at least two references, and a writing sample on any topic (please limit this to 4 pages, if possible). *Incomplete applications will not be considered.* Applications will be accepted on a rolling basis until the position is filled. Qualified applicants will be contacted for the first round of interviews, which will begin immediately.

For more information or to place an inquiry, please contact Diatre Padilla, Executive Assistant to the Director, at padilla@archleague.org, or 212.753.1722 ext. 10.