

# **Big Red Barn Application for Employment Information**

## **Spring 2020 application for employment for Summer 2020 and fall 2020 appointments**

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### **Job descriptions:**

#### **Shift staff**

Shifts for staff are from 1:30pm-10pm (two shifts), Monday through Thursday and 1:30pm-4:00pm (one shift) on Friday during the school year. Summer shifts are TBA. The student staff are responsible for running the operations of the Big Red Barn after the Dining service ends until closing. Staff run a snack service for customers and oversee the use of the building for programs and events. Duties include making students feel comfortable in the space, assisting with event questions, set-up, tear down, maintaining safety and security of the barn, serving food/drinks, managing money before, during, and after events, and assisting with technology/AV needs.

#### **Fellows:**

All fellows will:

- Assess the needs of Cornell graduate students in their area of programming
- Plan, coordinate, advertise, implement, evaluate, and report on a minimum of one program per month (including traditional Barn programs)
- Plan for and track expenses for programming and stay within the assigned budget
- Catalog programming/performance/costs/collaborations as communicated by the Director
- Effectively communicate with the team (other staff assisting with and advertising events) to optimize graduate student engagement in programming

#### **Family fellow**

The family fellow will plan programming and provide resources in the Big Red Barn to graduate students with families to enhance the overall experience for graduate students. This will include designing activities that cater to children and families and that create a supportive environment conducive to family interactions. The fellow will organize, promote, set up, tear down, and supervise events that meet family's needs. This position also includes participating in a once monthly committee focused on the experience of graduate students with families.

#### **Art fellow**

The Art Fellow will utilize collaboration with Graduate students, the community, and campus offices to present 1-2 monthly art shows in the Big Red Barn. This will include presenting a prisoners art show, marketing shows, assessing shows, advertising opportunities for shows, coordinating contracts with participants, inventorying equipment, and assisting with set-up and tear-down of art.

#### **Cultural fellow**

The cultural fellow will utilize collaboration with Graduate student groups, the community, and campus offices to present a monthly cultural program in the Big Red Barn. This can include a variety of different programs such as educational cultural celebrations, international holiday celebrations, performances etc.

#### **Sustainability Fellow**

The sustainability fellow will continue working on projects initiated during the 2019-2020 school year including recycling and reusable cup efforts, composting, updating signage, running a volunteer 'green team,' and writing a sustainability focused portion of the Barn newsletter. The staff member would also coordinate

programming for graduate and professional students around sustainability topics/crafts/activities. The staff member is expected to work with other members of the team and groups that book the barn on running sustainable programs. In addition, this staff member would collaborate with the Cornell sustainability office in October for Campus Sustainability Month and in April for Earth Day and Cornell Sustainability Month.