

Public Arts Commission Position Descriptions

VP Events External:

- Responsible for planning and executing various events in the Public Arts Portfolio, including but not limited to Nuit Violette and Festival of the Arts. Will coordinate events such as coffeehouses, silent auctions, galleries, and other events
- Responsible for planning collaborative events with external groups, affiliate campuses, and clubs on campus
- Responsible for reaching out to external clubs and communicating with these organizations

VP Events Internal:

- Responsible for planning and executing various events in the Public Arts Portfolio, including but not limited to Nuit Violette and Festival of the Arts. Will coordinate events such as coffeehouses, silent auctions, galleries, and other events
- Responsible for planning events that bring awareness to the Public Arts Commission.
 - Includes small scale events (free/low cost) funded by the USC PAC

VP Communications

- Will work to promote Public arts on campus through various forms of social media and External Communications.
- Responsible for facilitating the growth of USC Public Arts social media presence on Facebook, Instagram, etc.
- Post regular updates on social media to advertise upcoming events and grow a larger social media presence.
- Leads marketing of all Public Arts Commission events

Finance Director

- Responsible for managing the Public Arts Commission budget
- Keeps track of invoices, receipts, and payment for performers
- Responsible for Filling out and filing reimbursement forms
- Responsible for emailing/contacting the Wave, Spoke, Creative Services, external organizations, etc, to request quotes for events and other costs that may be incurred.
- Must be able to work in both Excel and google sheets

First Year Representative

- Responsible for promoting the Public Arts Commission and its events to first year students
- Responsible for recruiting first year artists

Graphic Designer

- Responsible for creating graphics to promote Public Arts Commission Events
- Should be proficient in Photoshop

Talent Recruitment Director

- Responsible for outreach and recruiting talent to the USC Artist Directory
- Outreach should be focused on all forms of art