JOB TITLE: Public Humanities Fellowship - Program and Communications Assistant

ORGANIZATION: NYU's King Juan Carlos I of Spain Center (KJCC)

LOCATION: 53 Washington Square S, New York, NY 10012

ORGANIZATION DESCRIPTION

KJCC is one of the oldest international houses at NYU, as well as one of the most vibrant. Since 1997, KJCC has centered on increasing awareness of Spain and the Spanish-speaking world at NYU and fostering cultural and intellectual exchange.

The KJCC has two endowed Chairs.

The King Juan Carlos Chair is awarded to distinguished scholars, writers, editors, artists, photographers, filmmakers, curators, activists, and public intellectuals of Spain and the Iberian world.

The Andrés Bello Chair is awarded to distinguished scholars, writers, editors, artists, photographers, filmmakers, curators, activists, and public intellectuals of Latin America and/or Latinxs in the United States.

Each Chair gives two public talks at KJCC (normally delivered in English, to reach a broad public) and organizes a conference. Additionally, they teach a graduate course in a relevant NYU department or departments.

In addition, KJCC mounts a variety of cultural programs each week open to the public. Having established itself with numerous well-received programs, it offers a wide array of lectures, conferences, readings, screenings, exhibitions, among different special events, with the aim of reaching a growing audience while deepening its commitment to its current constituency.

In AY22 KJCC started a new signature program, Fridays on the Patio. The KJCC Fridays on the Patio Program works to connect NYU students and faculty and invite

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them into the Center for cultural discussions and community building during select Fridays.

For more information, please visit www.kjcc.org.

**POSITION DESCRIPTION**

The Public Humanities Fellow at the KJCC would work as a Program and Communications Assistant, reporting to the Director and Assistant Director.

**CORE PROJECT**

- Assist both KJC and AB Chairs in the academic and programmatic aspects of their tenure, including but not limited to syllabus content and formatting, conference and symposia production and logistics, planning and implementing chair events. assisting and facilitating scholar onboarding, printing, filing, and copying materials, supply organization, and conference room setup, and event communications.
- Assist the Director and Assistant Director with academic and cultural program activities by providing curatorial, logistical and program support for KJCC community-wide events and programs, including but not limited to the KJC Chair and Andrés Bello Chair.
- Coordinate, together with the Director and undergrad intern, KJCC Fridays on the Patio program, developing program ideas.

**SECONDARY PROJECT**

- Reporting to the Assistant Director, the Fellow will be responsible for communications and social media (communications, publicity, media outreach, online support, YouTube channel and website maintenance, as well as general outreach). The Fellow will oversee and monitor all KJCC outward communications and will work with the KJCC Administrative Secretary on the weekly newsletters.

The Public Humanities Fellow will work closely with the Director and Assistant Director and may also work with the Administrative Secretary and Graduate and Undergraduate Assistants; this fellowship position will provide an opportunity to

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learn new skills and improve existing skills in cultural programming, events management and onsite logistics.

**KJCC WORKING ENVIRONMENT**

- Small staff with opportunities to grow in the position in relation to your interests and abilities.
- Close working relationship with Director, Assistant Director and Administrative Secretary means opportunities for both professional growth and development, and close mentorship to acquire key skills related to a high-profile cultural center within the University.
- Positive, inclusive working environment with opportunities to meet artists, scholars, and performers from across the globe.
- The working environment is flexible and arranged around when there are events. Approximately 20 hrs per week, flexible during the week with some late afternoon and evening hours during scheduled events.

**QUALIFICATIONS**

- Ability to assist in developing and overseeing academic, cultural, and public outreach programs.
- Ability to effectively communicate with individuals at all levels.
- Excellent organizational, writing, and public speaking skills.
- Strong attention to detail
- Excellent verbal and written communication skills
- Highly organized with proven time management skills
- Ability to work independently and in teams
- Knowledge of Spanish and Latin American cultures is a plus but not required.
- Written English proficiency is a must. Preference for Fellows who are also fluent in written and oral communication in Spanish.

**SPECIFIC APPLICATION REQUIREMENTS**

Please submit through the application portal writing samples in English and Spanish, if available. (for example: seminar paper or creative writing, submit no more than 5-page excerpt). These samples should be attached to your cover letter PDF.

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