About the Cultural forum
The Cultural Forum is an Erb Memorial Union (EMU) program which provides students the opportunity to plan and implement cultural and artistic events for the University of Oregon. The Cultural Forum functions as a student program board presenting a broad selection of events focusing on music, performing arts, film, contemporary issues and the visual arts. Events reflect a wide range of cultural/ethnic, political, philosophical and artistic subjects. Cultural Forum productions are conceived, initiated, negotiated, booked, promoted and managed by student coordinators with the support of dedicated educators. The Cultural Forum is committed to promoting diversity of expression on the UO campus through the active recruitment of highly qualified employees and the presentation of meaningful programming.

Application - Coordinator
The Cultural Forum is funded by student incidental fees, event revenue, grants, and sponsorships. Coordinators have the opportunity to experience hands-on, real world event production experience. Coordinators program for multiple areas including but not limited to: National Music, Regional Music, Queer Film, Performing Arts, Contemporary Issues, Film, Galleries and Visual Art.

General Expectations
Each coordinator in the Cultural Forum is expected to participate fully in the business affairs and activities of the department. Each coordinator holds 4 regular office hours per week, attends weekly staff meetings, and participates in other special meetings as needed. In addition to developing event ideas coordinators are expected to help staff events including but not limited to: ushering, performer liaison, marketing, ticket taking, monitoring, post event take-down/clean up, painting, and general office duties. Depending on skill level and development, coordinators operate sound equipment, stage manage, set-up events, and art instillation. Whenever possible coordinators are encouraged to build on/collaborate with the work of other coordinators. The Cultural Forum is strongly committed to operating with sustainable resource practices to protect and support our physical environment.

Student Status
Applicants must be enrolled at least half-time as an undergraduate or graduate student and remain in good academic standing.

For more information please visit the Cultural Forum online cultural.uoregon.edu or contact Rafael Arroyo 541-346-7082, arroyo@uoregon.edu.
Background and Experience
Successful candidates are eager and willing to learn, detail orientated, enthusiastic, adaptable, flexible, and committed to enriching the cultural lives of students at the University of Oregon and our local communities. The Cultural Forum seeks applicants who wish to take advantage of this unique opportunity to develop professional skills and knowledge. Any event programming, production, museum studies and/or art curation experience is helpful but not necessary.

Training & Development
The Cultural Forum provides coordinators the opportunity to develop both personally and professionally. Coordinators who take full advantage of the experience gain skills that are useful in a wide variety of professional fields. Work with the Cultural Forum provides experiences that help students to achieve greater self-confidence and a deeper understanding of their personal strengths and talents. Training is provided and will begin in fall. Orientation will take place on Saturday October 3rd and Sunday October 4th from 9 am – 5 pm. Training will be provided on UO processes, budgeting, EMU process, and industry/focus specific information and skills.

Stipend
Cultural Forum coordinators receive a monthly stipend of $175 this stipend amount does NOT reflect the amount of time and effort that coordinators typically dedicate to their positions. Coordinators average 15-20 hours a week between busy event times and slower planning times. Stipends are not considered employment.

Position Placement
If you are selected to interview please be aware that the selection committee may place you in the position they feel is the best for the Cultural Forum. Interviews will take place late in Spring Quarter for selected candidates.

Descriptions of Open Positions

**Performing Arts Coordinator:**
This position is in charge of booking arts presentations related to many art forms; comedy, dance, theater, poetry, authors, storytelling and multimedia. It is not always possible to cover all of these areas in one year but the idea is to program with as much variety as possible.

**Queer Film Festival Coordinators (2):**
This position develops and plans a festival specifically for Queer Film. The term queer is defined each year by the coordinator. The festival occurs in February each year and may encompass films, lectures, a short film competition and discussion groups. 1 Position available.

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Applications are due Thursday, May 14, 2015 at Noon

Application
Name: _______________________________ Date: _______________________________
Year in School: __________________________ UO ID # __________________________
Major(s) and Minor(s): ___________________________ Graduation year: ___________
Phone: __________________________ E-mail Address: __________________________

What groups or organizations do you belong to? ___________________________________________
Will you continue memberships with these organizations if you are hired? YES / NO

Position
List the position(s) you are applying for in order of preference:
1. __________________________ 2. __________________________ 3. __________________________

Resume
Attach a résumé that includes details about your prior work/volunteer experiences and education.

Professional References

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Personal References

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Supplemental Questions
Answer questions for all positions you are interested in on additional pages.

1. Please explain why you are interested in this position. Briefly describe your interests, skills, and experiences, and how they relate to this position. How have your experiences prepared you to succeed in this position?

2. What do you hope to gain from the experience of working with the Cultural Forum?

3. How will the Cultural Forum benefit from your participation?

4. List two events that you would develop if hired for the coordinator position. Explain how your events would be relevant to the UO student body and how they would enrich the local community. List groups, programs and departments you could tie-in to each event and explain how you would advertise and get people interested/involved.

5. How did you hear of this position?

6. Have you “liked” the Cultural Forum Facebook page?

The information contained in this application and the attached materials is accurate and complete, to the best of my knowledge.

______________________________  ________________________
Signature  Date
(Do not sign if submitting electronically)

Return completed application materials by email, mail or in person to
Cultural Forum, 1601 University St., Room #154, Eugene OR 97403-1228 cultural@uoregon.edu

The UO Cultural Forum is part of an equal opportunity, affirmative action institution committed to cultural diversity and compliance with the Americans with Disabilities Act. The Cultural Forum does not discriminate in its hiring or other affairs on the basis of race, color, ethnicity, sex, national origin, age, religion, marital status, parental status, disability, veteran status, sexual orientation, gender identity, or any other extraneous consideration not directly and substantively related to performance. For applications in alternative formats or other accommodations, please contact Rafael Arroyo at 541-346-7082 or by e-mail: Arroyo@uoregon.edu.