

To apply for this Graduate Professional Experience (GPE) Fellowship submit your application materials of:

- 1) updated resume**
- 2) cover letter**

To gsaprofessionaldevelopment@yale.edu with the subject like “GPE Application” by July 7, 2023.

CCAM Communciations Fellow at Center for [Collaborative Arts and Media \(CCAM\) at Yale](#)

Graduate Professional Experience Host Office Description

Yale’s Center for Collaborative Arts and Media (CCAM) activates creative research and practice across disciplines to advance the cultural landscape of our time. We initiate and support work that adopts and investigates approaches from the arts, architecture, engineering, the sciences, and more. We regularly present our discoveries to the public in dialogue and partnership with the university, New Haven, and the world.

Host Mentor

Lauren Dubowski
Assistant Director
lauren.dubowski@yale.edu

Graduate Professional Experience Fellow Responsibilities

The CCAM Communications Fellow(s) will join the CCAM team to drive mission-driven communications and documentation related to key projects and programs of our interdisciplinary center. This will include, but is not limited to:

- Writing the weekly CCAM newsletter
- Writing and/or editing CCAM web text
- Curating photos and writing text for weekly CCAM Instagram posts
- Writing and/or editing gallery and/or other text displayed in CCAM’s studios and spaces
- Assisting with formatting and printing print communications materials
- Tracking and evaluating CCAM communciations
- Distributing CCAM communications to community partners and media outlets for event promotion and press coverage
- Assisting with communciations tasks related to funding proposals
- Assisting with and/or creating graphic design for communications projects
- Other communciations and documentation duties as assigned

Graduate Professional Experience Learning Objectives and Opportunities

The CCAM Communications Fellow(s) will gain hands-on experience in creating, developing, and managing university- and public-facing digital and print communications. Working closely with the CCAM team, they will also learn about and interface with our interdisciplinary projects and programs, while playing an important role in ensuring their reach and impact among the

Yale and New Haven community. They will also develop skills in collaborative project management and strategy

Desired Qualifications

- Excellent writing, editing, and proofreading skills
- Strong organizational skills
- Strong in-person communication skills
- Fluency with Office and Adobe Suite
- Strong graphic design skills and/or a willingness to gain skills and grow in this area
- Willingness to take initiative and contribute ideas to improve CCAM's communications strategy, materials, and associated workflows
- Enthusiasm for working collaboratively as part of a team
- Experience and/or interest in the arts and interdisciplinary creative practices
- Willingness to work in-office for two shifts a week at CCAM, located at 149 York Street, throughout the fellowship

Duration of position

Full academic year – both Fall 2023 and Spring 2024 semesters