



Job Description: Administrative Education Assistant

Reports to: Education & Outreach Manager

Employment Status: Part - time / 20 hours per week / \$13 per hour

Summary:

Artspace, a non-profit visual arts center inspiring positive community impact through art, seeks an Administrative Education Assistant. This position will encompass the duties of primary administrative support to the Education & Outreach Manager. The Administrative Education Assistant is responsible for communications with students, coordinating mailings with the communications team, developing and streamlining systems, and data entry for the education department.

Primary Responsibilities:

- Communicate with students, including sending class reminders, notification of class cancellations, and sharing instructor supply lists.
- Create class rosters for all youth and adult classes/workshops.
- Manage teacher, volunteer, and student course evaluations.
- Maintain and update class calendar.
- Coordinate education mailings with the communications team.
- Input data into NEON, i-contact and Sharefile
- Work with Development Coordinator to secure in-kind donations for education programming.
- Manage scheduling and administrative duties connected to Process & Product Program.
- Manage scholarship program and administrative duties connected to the Summer Arts Program.

Details of Duties:

Process & Product Program

The Administrative Education Assistant is the point of contact for the Process & Product Program. Responsible for receiving field trip registrations, scheduling visits and confirming details with school and community organizations, and maintaining the Process & Product Program tracking spreadsheet.

Artspace Summer Arts Program

The Administrative Education Assistant is the point of contact for the Summer Arts Program Scholarship Program. Responsible for coordinating the mailing of scholarship nomination paperwork, receiving and tracking scholarship nomination paperwork, and sharing and tracking scholarship acceptance paperwork. This position will also be responsible for sending confirmation emails including waiver and lunch forms to all Summer Arts Program students and



families, creating class rosters, receiving and placing lunch orders with our lunch partnership, ordering Artspace t-shirts for students, and entering data collected from teacher, volunteer, and student evaluations.

Skills & Qualifications:

A Bachelor's degree and experience in arts education preferred.

The ideal candidate is detail oriented with strong organizational and computer skills. Candidate should have exceptional communication skills and must be able to handle multiple projects simultaneously. Proficiency with Microsoft Office and knowledge of database systems required. Candidate should be knowledgeable about the visual arts, energetic, able to work independently, and have an interest in working in an active office environment.

Employment Details:

Opportunities for professional growth and development. Involves occasional weekend and evening hours.

Artspace is an equal opportunity employer committed to equity in the workplace. Our organization considers applicants equally regardless of race, color, creed, religion, sex, national origin, disability, marital status, age, gender, gender identity, sexual orientation, or prior arrest or conviction. We seek a workplace that reflects and respects the full range of the nation and state's diversity.

To Apply:

Send cover letter, resume, and 3 reference contacts to: Administrative Education Assistant Search Committee, Artspace, 201 E. Davie Street, Raleigh, NC 27601 or email jobs@artspacenc.org.

Please no phone calls or emails regarding the position or application status.

Application Deadline:

Friday, September 13, 2019