



Position Title: Administrative Assistant

Reports to: Administrative Coordinator

Hours: Part Time, Hourly @ \$15 per hour

Approximate Schedule: 7-16 hours per week, At least one weekday evening (2:00pm - 9:00pm) and at least 2 Saturdays per month required (8:30am - 4:00pm) (Summer schedule may vary and require daytime availability)

The mission of the Monroe Street Arts Center is to engage a community of learners in exploring the arts & developing the creative self.

The Administrative Assistant serves as a general point of contact for MSAC faculty, staff & families. Responsibilities will vary from day to day based on the center's schedule & needs. The ideal candidate will exhibit high standards, excellent communication skills, and have an ability to take initiative, and prioritize daily tasks.

Areas of Responsibility:

- Greet families, faculty, staff & visitors
- Answer phones & deliver messages
- Issue class reminders
- Register students in person & over the phone
- Respond to center email & voicemail
- Data entry, including student & donor databases
- Maintain cleanliness & order of front desk area
- Complete daily cleaning checklist
- Perform room setup & teardown as needed
- Help ensure facility is secure, safe & in good repair



Desired Requirements

- Commitment to participate in MSAC special events
- Excellent organization, communication & people skills
- Passion for working in arts education
- Ability to multitask under pressure
- Able to lift at least 25 pounds & sit or stand for long periods of time

The above listing of responsibilities may be subject to change & is not intended to be a complete listing of duties but merely a statement of examples of common duties to be performed. The Monroe Street Arts Center reserves the right to amend the above listing at any time at the discretion of the Director and/or Board of Directors.

Please include a resume and cover letter in application materials. Resume and cover letter can be sent to trista@monroestreetarts.org

Job Type: Part-time

Monroe Street Arts Center is committed to equal opportunity for all employees and applicants. As a proud Equal Opportunity Employer (EOE), we do not discriminate based on race, color, national origin, ancestry, citizenship status, religion, sex, sexual stereotyping, sexual orientation, gender, gender identity, gender expression, age, marital status, mental or physical disability, medical condition, genetic information, military or veteran status, pregnancy (which includes pregnancy, childbirth, and medical conditions related to pregnancy, childbirth, or breastfeeding), or any other protected characteristic.