

Job Announcement
Interlochen Center for the Arts

Title	Administrative Assistant - Visual Arts
Location	Visual Arts
Department Name	Visual Arts

Description

Interlochen Center for the Arts, one of America's most prestigious institutions for arts education, performance and fine arts presentations seeks to hire an Administrative Assistant for The Visual Arts Department. This position provides administrative support to the Division Director and Visual Arts Department. Duties include but are not limited to general clerical, budget and project-based work, ordering and tracking departmental supplies by studio, inventory of equipment supplies, scheduling of figure models, as well as helping to maintain the gallery during events and exhibitions, scheduling and coordination of guest artists, gallery openings and special events, as well as helping to maintain the classrooms, common areas of the building and studio.

Major Duties & Responsibilities

- Work 28 hours a week assisting the Division Director and Visual Arts Department during the Academy and 40 hours a week during the eight weeks of camp.
- Ability to work occasional evenings and weekends to help with events and installation of exhibitions.
- Administrative: Perform general clerical duties, manage budget, receipts, purchase orders and credit card purchases, research and manage purchase orders for department supplies, manage travel and lodging arrangements for guest artists and faculty, coordinate funding requests/honorarium for visiting artists, coordinate shipping and receiving artwork, organize and schedule student field trips and departmental events.
- Gallery: Prepare food for exhibitions, create labels, coordinate with faculty/students on promotional materials for exhibitions and lectures, work with designated students to help maintain and organize the Visual Art Archive.

Knowledge and Experience

- Candidates must possess at least a bachelor's degree in a field of education or the arts, or a combination of a degree in a field related to the position, i.e. arts or education administration, marketing, public relations or communications, with work and leadership experience in education in an arts, education or cultural institution
- Qualifications include professional verbal and written communication skills, experience in using Google programs including Google Drive, Google Sheets, Forms and Google Calendar, Microsoft Office and Adobe Creative Suite
- Ability to pay careful attention to detail and the ability to take initiative and work well with others
- Interest in and respect for artists and artworks
- Familiarity with a variety of visual arts equipment
- Ability to lift up to 50 lbs for movement of boxes and pedestals and ability to use tools and stepladders
- Experience working in a Performing Arts Center, Professional Theatre or academic arts environment is required.
- Valid driver's license
- Position requires someone who is self-motivated and able to work well in a collaborative environment
- Must able to lift, push or pull objects up to 50 pounds using appropriate tools.
- The successful candidate should have a solid knowledge of and experience in theatrical construction practices and methodologies

Compensation

- Commensurate with experience
- Lunch

To apply, please submit the following:

1. Cover letter
2. Resume
3. 3 Professional References

To apply, please visit: <http://careers.interlochen.org/employment-opportunities>

Deadline: September 30, 2019