



## POSITION DESCRIPTION

### Art Administrative Assistant

## INFORMATION

Department:	Art
Reports to:	Art Director
Location of Work:	Juneau, Alaska
Salary Grade:	DOE
Employment Category:	Full-time
Classification:	Non-Exempt
Date:	September 2020

## SUMMARY/OBJECTIVE

Under the supervision of the Art Director, this position is responsible for providing support to the Sealaska Heritage Institute (SHI) Art Department by performing administrative and communications support duties. The position serves as the project lead of some arts activities and project assistant on other activities.

## ESSENTIAL FUNCTIONS

1. Processes and organizes large volumes of emails, paperwork, and program/office supplies. Maintains the Art Department's electronic and physical files.
2. Responds to large numbers of inquiries in person, on the phone, by email, or through other appropriate forums.
3. Leads or assists with planning, coordination, recruitment for, and facilitation of Art Department events, projects, and programs.
4. Acts as a project manager for some arts workshops and trainings, and other minor projects as identified by the Art Director.
5. Conducts outreach activities and engages with stakeholders, project partners, and participants.
6. Schedules meetings, travel, and other Art Department activities.
7. Prepares and operates equipment required for meetings and events, such as (but not limited to) laptops, projector, screen, and sound and lighting system. Facilitates conference calls and video conferences.

8. Drafts official documents, such as application forms and contracts, and correspondence letters, such as project reminders and thank you letters for the Art Department, as needed.
9. Assists Art Director in collecting data and preparing reports on Art Department activities and programs.
10. Identifies volunteer needs, prepares volunteers of tasks in advance, and supervises volunteers at events as needed.
11. Maintains office supplies room for SHI.
12. Performs other related duties as assigned.

## **COMPETENCIES**

- Excellent verbal, written, and interpersonal communication skills
- Proficiency in computer applications for word processing, spreadsheets, and database software.
- Highly organized, self-motivated with attention to detail
- Ability to work well on own initiative and within a team
- Ability to keep track of, prioritize, and process/complete large volumes of requests, inquiries, and tasks in a timely manner
- Ability to plan and implement events and projects; track own and partners' progress; collect data and generate simple reports on activities
- Ability to work with a budget and within budget restrictions
- Ability to prepare and supervise volunteers as needed
- Ability to prepare and operate technical equipment, such as laptops, projectors, screens, and basic sound and lighting equipment, as required for meetings and events
- Knowledge of Alaska Native culture and art

## **SUPERVISORY RESPONSIBILITY**

This position has no direct supervisory responsibilities except when working with volunteers.

## **WORK ENVIRONMENT**

This position's duties are generally performed at the Walter Soboleff Building. So long as Social Distancing safety measures are in place due to COVID-19, work will primarily be executed from home, with visits to the office as needed to process program supplies, mail-outs, photocopying needs or other, limited tasks requiring the amenities of the office. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

## **PHYSICAL DEMANDS**



While performing the duties of this job, the employee is regularly required to verbally communicate. This position is very active and the employee should be prepared to stand, walk, bend, kneel, stoop, crouch, and climb all day. The employee must frequently lift and/or move objects up to 20 pounds and occasionally lift and/or move objects up to 50 pounds.

### **POSITION TYPE AND EXPECTED HOURS OF WORK**

This is a full-time benefited position, working 37.5 hours a week.

### **TRAVEL**

None to minimal.

### **REQUIRED EDUCATION AND EXPERIENCE**

- High School diploma
- Two years of administrative experience or equivalent office experience
- One to two years of experience coordinating events/projects/programs

### **PREFERRED EDUCATION AND EXPERIENCE**

- Bachelor's degree
- Three years of administrative experience or equivalent office experience
- Three years of experience coordinating events/projects/programs

### **OTHER DUTIES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

### **CONDITIONS OF EMPLOYMENT**

SHI employment is "at will." This means that the employee or SHI may terminate employment at any time and for any reason. Unless specified in writing, no term of employment is expressed or implied for this position.

