



MID-AMERICA ARTS ALLIANCE

Job Posting – Artist Services Assistant

Status: Non Exempt, Part Time

Supervises: NA

Description

The Artist Services Assistant works closely with the Artist Services team to successfully assist in the implementation and administration of a variety of programs including: Artist INC Live seminars, What Works workshops, Artist INC Express workshops, Artist INC Advance workshops, Artists 360, and Interchange convenings in throughout the Mid-America Arts Alliance six-state region (Arkansas, Kansas, Missouri, Nebraska, Oklahoma, and Texas).

The ideal candidate is a practicing artist with a collaborative spirit who is highly organized, has great interpersonal skills, and is adaptable and capable of prioritizing many tasks within a fluctuating schedule.

Responsibilities

- Answer overall inquiries about Artist Services programs
- Process accounts payable and assist with accounting functions
- Responsible for overall administrative tasks including organizing travel arrangements for panelists, artists, facilitators, and consultants
- Work with the Artist Services team to coordinate and orientate panelists with application platform and assist with updating program applications.
- Assist with Artist Services website program updates as needed.
- Coordinate workshops and information sessions in regional communities.
- Pack and ship all workshop and information session materials.
- Organize accommodations and food for Artist Services convenings, trainings and panels.
- Assist with ordering workshop supplies, create and customize workshop materials for each community including: workbooks, resources, nametags, session outlines and PowerPoint presentations.
- Assist in collection of artist intake materials for various programs.
- Assist with preparation and recruitment for Artist Services programs.
- Other duties as may be assigned

Working Conditions

The working conditions include desk/computer work. Should be flexible to adapt to changing priorities and additional projects with short term deadlines. Must be able to lift 50 lbs.

Performance Measures

Performance will be assessed based on meeting the criteria listed under Responsibilities.

Qualifications

The successful candidate will have a demonstrated mix of the following:

- An interest in learning about individual artist professional development and advancing their skills in non-profit administration; as well as one-year experience working in an administrative capacity.
- Ability to work independently and collaboratively to achieve identified outcomes.
- Familiarity with Microsoft Office Suite; Adobe Creative Suite; WordPress; Salesforce, Submittable, Dropbox and e-mail marketing.
- Experience with working with individual artists, familiarity with Artist Services programming is desired.
- Detail oriented.
- Must be able to work effectively within the nonprofit arts framework, with culturally diverse audiences and regional community arts service organizations, and with individual artists.

Application Process

Salary and benefits are competitive and commensurate with experience.

To apply, send cover letter and resume by email to hr@maa.org. No phone calls please.

Mid-America Arts Alliance is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.