

## **PROGRAM ASSISTANT**

**POSITION OVERVIEW:** Clifton Forge School of the Arts seeks a reliable, detail-oriented individual to support the School's management team as a part-time Program Assistant. The Program Assistant will serve as the main person greeting and assisting visitors, students, parents, and instructors when they enter CFSOTA. Additionally, the Program Assistant will carry out administrative tasks to support the School's programming and related office needs. We are looking to fill this position as soon as practicable. Applicant should be an enthusiastic, self-motivated, and creative individual who is passionate about providing quality arts education and programming to students of all ages.

### **RESPONSIBILITIES:**

Assist and support CFSOTA's management team and the organization as follows:

- Answer phones, take clear messages, check voicemail, and respond to emails
- Enter and manage data and files in a variety of information tracking systems (both electronic and hard copy)
- Maintain internal calendar systems
- Greet visitors and assist as needed
- Register and enroll students in courses
- Take payments, deliver invoices and receipts
- Manage event rental communications and coordination
- Work with bookkeeper to track needed information
- Take inventory, track and order supplies when needed
- Prepare donation acknowledgement letters for director review and signing
- Take detailed meeting notes for files
- Support marketing/communications staff with keeping social media platforms and website content current
- Perform basic organizational and maintenance tasks to ensure presentable reception, waiting areas, and studio space; assist with classroom set-up as needed
- Other duties as needed to support the director-level staff and organization
- Additional availability during major CFSOTA events, including Kriskindlmarkt and Mayfaire; potential for additional hours during private venue rentals

### **QUALIFICATIONS / SKILLS:**

- **Required**
  - High school diploma or GED
  - Reliable and punctual
  - Excellent time management, project management, and organizational skills
  - Strong writing skills
  - Basic computer and typing proficiency, with a working knowledge of desktop publishing software programs (Microsoft Word/Excel) and ability to navigate School's management/enrollment programs once trained
  - Excellent interpersonal skills and communication skills over the telephone and through email; comfortable engaging with a range of community members
  - Ability to multi-task and organize large amounts of information
  - Willingness and ability to keep up with new and changing information in order to pass that on to others as needed (directors, students, instructors, visitors, etc.)
  - Detail oriented and highly motivated
  - Some light manual labor, including light cleaning (must be able to carry 25 pounds up and down a flight of stairs)

- Ability to work with with others in a creative and collaborative environment
- Must be a self starter; identify program needs and work with directors to address them
- **Preferred (not required)**
  - Experience working in an office setting
  - Experience with Google platforms, Mailchimp, Wordpress, and/or Quickbooks Payments
  - Background in the arts

**REPORTS TO:** Director-level staff

**ANTICIPATED SCHEDULE:** Tuesday-Thursday 12:00-6:00 pm and Fridays 10:00 am-12:00 pm

**HOURS / PAY:** Approximately 20 hours a week, \$15 per hour, with the opportunity for additional hours during CFSOTA events (noted above); this is a part-time role without benefits

This posting is intended to describe the essential job functions and requirements and is not an exhaustive list of all duties and responsibilities. Please submit a brief cover letter and resume to [director@cfsota.org](mailto:director@cfsota.org) and be prepared to provide references upon request. Any offer of employment is contingent upon clear results of a background check. Please email [director@cfsota.org](mailto:director@cfsota.org) with any questions or inquiries related to this job posting. We appreciate your interest in our organization; please note that only those selected for an interview will be contacted. Thank you!

***ABOUT CFSOTA:***

Clifton Forge School of the Arts is a 501(c)(3) non-profit organization dedicated to enhancing the quality of life in the Alleghany Highlands by providing quality arts education and experiences to people of all ages and abilities, and to increase economic opportunity through the arts. CFSOTA draws on an extensive network of local artist-teachers to offer more than 100 classes annually, spanning more than 25 subjects. We also support artists year-round by hosting exhibitions and events, selling their work, and providing rehearsal and studio space. CFSOTA's campus consists of 3 buildings: the main facility that houses classrooms for multiple subjects, a painting studio, a library, and a gallery; the Mill, a historic (circa 1893), large, open space with timber-frame construction ideal for programming and rentals, blacksmithing forges and woodworking shop; and the Reynolds Studios, which holds pottery, glass, and sculpture studios. These three distinct spaces are linked by the garden, a specimen arboretum, open to the public for viewing and enjoyment. For more information about the School visit <https://www.cfsota.org> or call 540-862-7275.

CFSOTA is a welcoming organization that promotes an inclusive, dynamic, and equitable environment that allows students, visitors, and employees of multiple backgrounds, cultures, and perspectives to learn, work, and create together. We do not discriminate against any employee or applicant on the basis of race, color, religion, sex, pregnancy, national origin, age, disability, veteran status, marital status, sexual orientation, gender identity, or any legally protected class.