



**Receptionist/Programs Assistant
Part-Time**

ArtsConnection is a not-for-profit organization providing arts in education programs including residencies, professional development, research, performances and family events to New York City public schools and Teen Programs during Out-of-School Time. ArtsConnection's Program Staff have primary responsibility for all programming. This position manages the reception area of the ArtsConnection Office and provides administrative support to the programs department. They report to the Program Coordinator.

ArtsConnection is a collaborative and fun office environment with an ongoing array of yummy treats excavated from all corners of the city and world!

Specific administrative duties for Programs include:

- Assist with logistics around special events including annual Artist Institute, and Professional Development workshops for programs like Bridges and Digital DELTA (i.e. ordering food, setting up technical equipment)
- Support program managers with requests when they are out at the school and with administrative tasks like making copies and name tags.
- Manage Space rentals with ART NY, New Georges, Ripley Grier and other locations
- Making deliveries to schools as needed
- Support teen programs staff with events and deadlines

Specific Receptionist duties include:

- greet visitors and call person they are visiting
- sign for packages
- answer the phone and route calls to specific people
- coordinate mail flow in and out of office
- Assist in the ordering, receiving, stocking and distribution of office supplies

Qualifications: This is an entry level position

Excellent personal and phone communication skills; ability to work collaboratively and well under pressure; flexibility; good problem solving skills; detail-oriented; computer proficiency essential; knowledge of administrative and clerical procedures; knowledge of customer service principles and practices.

Applicants are subject to security clearance by NYC Department of Education.

**This is a Part-Time Position. 21 hours per week, \$17/hour during the hours of 9 am – 5 pm.
This position receives prorated accrual of Sick, Vacation and Personal time.
(Occasional evening and weekend availability required)**

DEADLINE for applications: Sunday August 20th, 2017

Send Letter and resume only to:

Email: jobquery@artsconnection.org

Subject line of email: Receptionist Program Assistant

No calls please.

ArtsConnection is an equal opportunity employer. We have a strong commitment to equity and inclusion, and value the leadership and skills of people from diverse backgrounds. People of color, LGBTQ persons, and people from other historically marginalized backgrounds are encouraged to apply.

ArtsConnection
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