



Receptionist/Programs Assistant Full-Time

ArtsConnection is a not-for-profit organization providing arts in education programs including in-school and after-school 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. The Receptionist/Programs Assistant reports 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 Programs Assistant duties include:

- Assist with logistics around special events including annual Artist Institute, and Professional Development workshops for programs like Creating Bridges and Digital DELTA (i.e. ordering food, setting up technical equipment, and material preparation)
- 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
- Support Teen Programs staff at events and with upcoming deadlines
- Manage inventory and organization of Programs materials (scripts, costumes, music and audio equipment)
- Management of two or more high school interns with autism. This internship program will be in its second year, and we are looking for someone with the willingness to enthusiastically step in and continue to help it grow.

Specific Receptionist duties include:

- Greet visitors and contact 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. Self-directed/self-starter; experience or interest in working closely with students with disabilities; interest in art/music/dance/theater or education; occasional evening and weekend availability required. NYC Department of Education Fingerprint Clearance required.

DEADLINE for applications: Sunday, September 1, 2019

Salary: \$32,000. Excellent benefits including 2 weeks vacation.

Letter and resume only to:

Email: jobquery@artsconnection.org

Subject line: Receptionist/Programs Assistant

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.

No calls please.