

Position Description – Administrative Assistant
Part time (24 hours/week), ~\$15.00/hr, benefits

Snow City Arts (SCA) educates and inspires children and youth in hospitals through the arts. SCA provides one-on-one and small group instruction in the visual arts, creative writing, theatre, music, and media arts to patients at Rush University Children’s Hospital, Ann & Robert H. Lurie Children’s Hospital of Chicago, Children’s Hospital University of Illinois, and Northwestern Medicine Central DuPage Hospital. SCA’s project-based arts education curriculum is steeped in studio practices and works in tandem with the National Core Arts Standards and Common Core State Standards. Student workshops are assessed and extensively documented through a customized database and an extensive portfolio archive. The SCA team includes a professional staff of 6; an artistic staff of 11 part-time Teaching Artists; and numerous interns, work-study students, and volunteers. We are a small but dedicated, efficient, and creative organization with a broad reach.

The Administrative Assistant reports to the Program Director and manages a full portfolio across a wide variety of responsibilities in support of the successful operations of SCA’s programs. The ideal candidate should be able to work both independently and as part of a cohesive team. Key skill sets include: ability to work at a fast-pace; excellent attention to detail; capacity to build multiple, individualized internal and external relationships; aptitude in working closely with people from various artistic and administrative backgrounds; excellent verbal and written communication skills; the ability to manage projects from conception through completion and evaluation; demonstrated capability to prioritize and solve problems.

Program Support

- **Program Management:** Produce monthly data reports; schedule one-on-one tours with artists in partner hospitals; facilitate other requests as needed
- **Human Resources:** Manage Payroll for hourly employees and submit to accountant; update artist staffing schedules; assist with orientation for new staff
- **Supply Requests:** Gain approval for, order, and manage the timely delivery/pick-up of artistic supplies and equipment across hospital campuses; support financial tracking and coding of supply purchases and accounts; occasionally move artwork and equipment weighing up to 50 pounds for various curricular and events needs
- **Releases:** Manage the collection of student releases and maintain filing systems
- **Academic Initiatives:** Spearhead the production of school reports and support SCA’s academic advocacy for its students
- **Board:** Support the staff interactions with the Governing Board, Auxiliary Board, and Board Committees
- **Continuing Education:** In collaboration with the Program Director, spearhead the administration of opportunities for continued education of SCA alumni
- **Miscellaneous:** Manage administrative tasks to ensure smooth operation of the organization

Key Qualifications for the position include:

- Strong interest in non-profit administration and arts education practices and procedures
- Ability to develop and manage systems
- Exceptional computer skills
- Some evening and weekend work is required
- Bachelor’s degree preferred

Interested candidates should send a cover letter, resume, and one short professionally-related writing sample to employment@snowcityarts.org no later than 5:00 pm on Friday, November 23rd, 2018.

Snow City Arts is an equal opportunity employer.