

POSITION DESCRIPTION

Title: Fine Arts Assistant

Reports to: Director of Fine Arts

Schedule: 18 hours/week (year round position)

Position Summary:

Assist the Fine Arts Director managing the Fine Arts Education Center activities through planning, delivery, and ongoing improvement of the fine arts program.

Job Duties:

- Advocate for excellence in fine arts education in a comprehensive educational program for students.
- Collaborate with the fine arts director, teachers, rental clients, and production staff on technical needs for activities in the FAEC.
- Assist the Fine Arts Director in the development and execution of creative concepts that meet the objectives of the project brief
- Create design concepts based on briefs from clients and collaborating with other designers to develop ideas
- Communicate with clients about their needs and preferences to ensure designs meet their specifications
- Prepare estimates for jobs, including labor costs and materials needed for production
- Assist in managing the production process to ensure that deadlines are met
- Oversee rental clients
- Help oversee the production process, working with vendors to ensure that the final product meets the specifications set forth by the Fine Arts Director
- Train and mentor junior level staff, as needed
- Assist the Fine Arts Director in the development of new business proposals
- Participate in brainstorming sessions to generate new ideas for campaigns
- Assist in selecting, training, and managing technical staff to efficiently run FAEC activities while minimizing overtime hours and maximizing volunteer opportunities.
- Ensure appropriate technical assistance for events held in the FAEC.
- Oversee FAEC's operation including setup/takedown, lighting/sound, and rigging.
- Maintain best practices for theater and student safety at all times.
- Assist in keeping inventory and managing supply and facility related items.
- Assist in Overseeing general upkeep and maintenance of FAEC scene shop and storage areas ensuring that equipment is properly stored and maintained.
- Assist in contracts for facility rentals to assure outside rental client needs are met.
- Assist in overseeing the scenic design and build process for productions.
- Other duties as assigned.

Required Skills and Qualifications:

- Bachelor's degree, preferred
- 3-5 years experience in event production, preferred
- Excellent communication and attentiveness to detail
- Organizational and time-management skills for meeting deadlines in a fast-paced environment
- Able to take direction and feedback well
- Available to work irregular hours and/or a non-traditional schedule; evenings/weekends
- Ability to lift a minimum of 45 pounds and comfortable working at heights
- Knowledge and understanding of basic lighting, audio, and rigging concepts, preferred
- Knowledge of computer software such as AutoCAD, Vectorworks, and Canva, preferred

I accept the above responsibilities and by signature indicate my willingness to enthusiastically participate in the implementation of the faith community. I am able to perform all of the above duties with or without reasonable accommodation.

Signature: _____