

THE HARVEY SCHOOL

Administrative Assistant, Arts Center & Auxiliary Programs

Position Summary

The Arts Center & Auxiliary Programs Administrative Assistant reports to the Director of the Walker Center for the Arts and provides administrative services to support the day-to-day operations of the Walker Center for the Arts, as well as for the school's auxiliary programs. Primary responsibilities include event planning, scheduling, bookkeeping, correspondence, data entry, filing, vendor management, and communications with faculty, staff, parents, and students.

Duties and Responsibilities

- Maintain scheduling for all regular programming, special events, and facility rentals at The Walker Center for the Arts. Additionally, manage the daily calendar for the Director.
- Keep and maintain department budgets.
- Assist event supervisors by coordinating catering, hospitality, staffing, marketing, ticket sales, and other related functions.
- Obtain proof of insurance and other required documents from all outside performers, presenters, and vendors.
- Coordinate and assist in the setup and tear-down for events, in accordance with contractual requirements and client requests.
- Manage the layout and turnover of art installations in the various gallery spaces.
- Assist with scheduling and management of the auxiliary programs, including the Summer Program.
- Enter and maintain accurate data related to the Summer Program into scheduler and CampSite software programs. This data includes program offerings, participant information, counselor information, medical records, and other related information.
- Collect all required payroll forms and information from the Summer Program counselors and submit them to the Business Office.
- Collect time card information from all hourly employees and submit them to the Director for approval.
- Prepare and distribute emails, memos, letters, faxes, forms, and other correspondence.
- Assist in maintaining the school website and social media sites.
- Answer and direct telephone calls.
- Order supplies, as necessary. Identify new vendors and opportunities for cost savings.
- Perform other functions and duties as determined by the Director or the Head of School.

Minimum Qualifications

- Bachelor's or Associate's degree preferred.
- 2+ years experience as an administrative assistant. Experience in the arts or arts education is a plus.
- Willingness to be part of a collaborative environment and work closely with colleagues and parents.
- Strong computer skills, with particular knowledge of Microsoft, Google, Adobe, and other business software.
- Ability to communicate clearly and effectively, verbally and in writing.
- Excellent customer service and telephone etiquette.
- Strong organizational skills and attention to detail.
- Ability and willingness to work evenings and weekends periodically when performances or events are scheduled.
- Positive attitude, flexible approach, and a sense of humor.
- Valid driver's license required.

This is a 12-month position with a salary range of \$45,000-\$50,000.

To apply for this position:

Please send a single PDF file that includes a cover letter, resume, and three references to Vinny Alexander, Director of the Walker Center for the Arts, at employment@harveyschool.org. Please include the position title in the subject line.