**Administrative and Art Studio Assistant**

**Part Time: Tuesday, Wednesday, Thursday, Saturday (Some evening and weekend hours)**

**Pay: $15 per hour**

**Location: The Manes Art Education Center at Nassau County Museum of Art**

Nassau County Museum of Art is seeking an Administrative and Studio Art Assistant to provide administrative support to the Manager of the education center. The right candidate can handle a wide range of assignments and is willing to be flexible in their responsibilities. 1 to 3 years of office management experience working for a non-profit organization. New York candidates familiar with Long Island preferred. This position reports directly to the Manager of The Manes Art Education Center at Nassau County Museum of Art.

**Specific responsibilities include:**

* Provides support to the Manager
* Answers telephone calls, greets visitors and program attendees
* Orders art, studio and office supplies and manages inventory
* Organizes schedule of classes and enters classes into program managing software and office calendar
* Helps to create flyers and eblasts
* Processes registration for program and class attendees
* Office organization, including cleaning and filing
* Assembling brochures and pamphlets
* Assisting with set-up and clean-up for events and programs
* Unpacks deliveries and collapses boxes
* Assists art instructors with set-up or clean-up of art classes and programs including moving chairs, tables and easels
* Organizes art supplies and general maintenance of art studios including light sweeping and wiping surfaces
* Assist children and adult companions with art projects during family art making programs
* Takes on special projects as assigned

**Qualifications & Skills Required:**

* Proficiency of Microsoft Office including Outlook and working knowledge of database and spreadsheet programs, presentation software, etc. Knowledge of Blackbaud Altru a plus.
* Must be comfortable with new technologies that allow for efficient office operations
* Ability to make public presentations when required
* Excellent time management skills and ability to prioritize
* High attention to detail and ability to multitask
* Strong written and verbal communication skills
* Strong interpersonal skills and ability to work effectively with program attendees of all ages and abilities
* Commitment to working with children and families and experience working with a diverse audience
* Must have a good sense of humor

**Typical Physical and Social Requirements:**

* Requires the ability to operate general office equipment and move various chairs, tables, boxes and art supplies weighing approximately 25 lbs.
* Must exhibit strong people skills and be comfortable interacting with the general public
* While the majority of the work is performed inside, some outdoor work is required during various programs
* Requires the ability to communicate verbally and in writing with management, staff, and the public

We value a diverse workforce and an inclusive culture. NCMA encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, disability, and veteran status.

Please email a PDF attachment of your cover letter and resume to [rhussein@nassaumuseum.org](mailto:rhussein@nassaumuseum.org)

No phone inquiries