

# JOB DESCRIPTION



## EDUCATION ASSISTANT

REPORTS TO: Education Director  
HOUSED IN: Education Department

### SUMMARY:

TRAHC invites applications for the position of Education Assistant. This position is primarily responsible for support of the Education Director and Education staff; reservations and administrative duties for Theatre For Young Audiences at the Perot Theatre; Arts Integration Institute/Kennedy Center Partner workshops; Community Arts Programs; publicity efforts related to Education; backup communications & public support for TRAHC; and other assignments as needed. The ideal candidate will be an organized and collaborative team member who will both uphold and further develop the education initiatives.

### ESSENTIAL FUNCTIONS/PROGRAM AREAS:

#### *ArtsSmart:*

- Administrative Assistance
- Artists in Residence support
- Arts Integration Institute workshops

#### *Theatre for Young Audiences:*

- Reservations
- House Management
- Reconciliations

#### *Arts On Main:*

- Registrations
- Visual Arts & Community Programs Coordinator assistance, as needed

#### *Communication:*

- Communicate and collaborate with Marketing Department to publicize programs
- Communicate and collaborate with other Departments regarding shared facility/equipment use
- Social media promotions

#### *Community:*

- Serve as front desk and receptionist back up, along with Administrative Assistant
- Liaison with Artists in Residence and School personnel

### SUPERVISORY RESPONSIBILITIES:

This position has no supervisory responsibilities.

## QUALIFICATIONS:

The ideal candidate must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, ability and skill required.

## EDUCATION AND/OR EXPERIENCE

- Minimum qualifications include: High School Diploma.
- Computer proficiency in using Mac platform; Microsoft Office Suite essential; Google Suite and common social media.
- Experience with data entry, sales, education systems and/or high paced office environment a plus.

## CERTIFICATES, LICENSES

Candidate must possess a valid driver's license.

## LANGUAGE AND MATH SKILLS

Utilizes strong written, literary and communication skills. Ability to add, subtract, multiply and divide, using whole numbers, common fractions and decimals.

## OTHER

This position requires excellent interpersonal skills, professionalism, problem-solving, collaboration, time management and organizational skills. Light to moderate lifting is required. Candidate must be a self-starter who takes the initiative to start projects and complete tasks independently.

## HOW TO APPLY:

Applications are available at [www.trahc.org/employment](http://www.trahc.org/employment).

Please complete and submit along with cover letter and resume to [artsinfo@trahc.org](mailto:artsinfo@trahc.org).

## ORGANIZATION:

Incorporated in 1977, the Texarkana Regional Arts & Humanities Council, Inc. (TRAHC) is a private non-profit Local Arts Agency serving a 100-mile radius in four states. TRAHC's mission is to *grow people and community through the arts* with the core values of: *artistic excellence, accessibility, education, participation, service to and involving the community, collaboration, leadership, organizational innovation and pride of place*. TRAHC works in the Four States Area through a myriad of programs and services. In 1981, TRAHC was commissioned by the City of Texarkana, Texas as the managers and performing art programmers of the Perot Theatre. In 2012, TRAHC applied to continue this relationship with the City and the Perot Theatre Management Company (PTMC) was established.

Since 1989, TRAHC has committed itself to developing and implementing ArtsSmart, a comprehensive arts education program designed to tap the potential of the arts for creating educational excellence. Reorganized in 1995 as ArtsSmart II, the program has experienced phenomenal success by focusing on whole faculties for creating culture shift. In 2003 the US Department of Education awarded one of its prestigious Innovation and Dissemination grants to support the further development of ArtsSmart as a national model for tapping the potential of the arts for educational excellence. In 1992, TRAHC completed renovation of the historic 1909 era Federal / Bowie County Courthouse into the Regional Arts Center. TRAHC was given its first property in 2008, Arts On Main at Stewart Title at 218 Main St, where the community experiences hands on art classes and local artists rent studio space.