

JOB DESCRIPTION



COMMUNITY PROGRAMS ASSISTANT

REPORTS TO: Visual Arts & Community Programs Coordinator
HOUSED IN: Education Department

SUMMARY:

TRAHC, Inc. is an equal opportunity employer and invites applications for the position of part time Community Programs Assistant. This position is responsible for: opening & closing facilities for community programs, exhibit hours, rentals, etc.; support of the Visual Arts & Community Programs Coordinator; assisting reservations and administrative duties for Arts on Main classes; assisting preparation and installation of Art Wall panels, exhibitions, receptions, rentals and other community programming tasks; 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 TRAHC's mission to "grow people & community through the Arts".

ESSENTIAL FUNCTIONS/PROGRAM AREAS:

Arts On Main:

- Registration and administrative duties including greeting students and guests, answering phones, and accurately handling registration record keeping and fee handling during day and evening classes
- Assist with art supply organization, facility maintenance, and class coordination tasks as assigned during day and evening classes

Art Wall:

- Panel preparation (requires painting and cutting panels)
- Panel installation (requires climbing ladders and using power drill)

Community & Exhibitions:

- Greeting students and guests, answering phones, and monitoring art in the exhibitions
- Serve as front desk and phone back up, along with Administrative & Education Assistants
- Open and close facility for Exhibitions & Events

Communication:

- Communicate and collaborate with other Departments regarding shared facility/equipment use

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 skills required. Must be able to climb ladders, able to work with sharp tools, ability to work around latex paint, and lift up to 50lbs. Must pass a background check.

EDUCATION AND/OR EXPERIENCE:

- Minimum qualifications include: High School Diploma.
- Computer proficiency using Mac platform; Microsoft Office Suite essential; Google Suite and common social media.
- Experience with data entry; working with the public, including minors; and/or high paced office environment, museum, or educational institution, a plus.

CERTIFICATES, LICENSES:

Not applicable.

LANGUAGE AND MATH SKILLS:

Utilizes strong written, literary and communication skills. Able 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 and ability to carry out emergency protocols is required. Candidate must be dependable, able to foster positive customer experiences, reliable to complete tasks independently, and a self-starter who takes the initiative to communicate needs and project progress.

COMPENSATION/SCHEDULE:

Hourly rate starting at minimum wage. Under 30 hours per week with flexibility.

HOW TO APPLY:

Applications are available at www.trahc.org/employment.

Please complete and submit along with cover letter and resume to 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 for all, education, participation, community involvement, serving the community, collaboration, leadership, organizational innovation and pride of place*. TRAHC works in the Four States Area through a myriad of programs and services from education to exhibits, performing arts to hands on art classes. 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 Texarkana / Bowie County Courthouse into the Regional Arts Center presenting a 12-month schedule of touring and local artists. 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.