

JOB DESCRIPTION



REGIONAL ARTS CENTER ATTENDANT

REPORTS TO: Rental & Volunteer Coordinator
HOUSED IN: Administration Department

SUMMARY:

TRAHC, Inc. is an equal opportunity employer and invites applications for the position of part time Regional Arts Center Attendant. This position is responsible for: assisting the Rental Coordinator, providing customer service to visiting public, audience tracking, Gift Shop sales, emergency assistance during public hours and special events, and other assignments as needed. The ideal candidate will be an organized, reliable and service-oriented team member who will both uphold and further develop TRAHC's mission "to grow people & community through the Arts".

ESSENTIAL FUNCTIONS/PROGRAM AREAS:

Community & Exhibitions:

- Greet Board members, students and guests to the Regional Arts Center.
- Assist the Rental Coordinator with special projects and facility tours.
- Open and close facility for Public Hours & Events ensuring security & safety of building.
- Serve as front desk receptionist.
- Document audience data for grant reporting.
- Monitor art in the gallery spaces.
- Understand each art exhibit and have an overall knowledge of the artists' works.

SUPERVISORY RESPONSIBILITIES:

This position has no supervisory responsibilities.

QUALIFICATIONS:

The ideal candidate must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, ability and skills required. Must pass a background check.

EDUCATION AND/OR EXPERIENCE:

- Minimum education qualifications include: Pursuing a High School Diploma.
- Computer proficiency using Mac platform; Microsoft Office Suite, Google Suite and common social media preferred.
- Experience with data entry; customer service; working with the public, including minors; and/or non-profit, 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. Candidate must be able to attend quarterly safety meetings generally scheduled on the 5th Wednesday of the month from 8:30-10am.

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 Texas on June 6, 1978, the Texarkana Regional Arts & Humanities Council, Inc. (TRAHC) is a private non-profit Arts Agency serving a 100-mile radius in the four corners of Arkansas, Louisiana, Oklahoma and Texas. TRAHC's mission of "*growing people and community through the Arts*" is navigated by our core values of: *artistic excellence, accessibility, education, participation, service to and involvement of the community, collaboration, leadership, organizational innovation and pride of place*. From TRAHC's beginning, incorporating the Arts into education and providing cultural experiences has been a primary purpose.

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. Over time, TRAHC's Education Department has expanded in prestige and impact as a *John F. Kennedy Center Partner in Education* and national consultant.

In the early years, TRAHC provided visual art exhibits via pop-up galleries in local businesses and community spaces. In 1992, TRAHC completed renovation of the historic 1909 era Federal / Bowie County Courthouse, moved into the Regional Arts Center as the new lessee, and became the only national and regionally touring gallery space between Dallas, TX and Little Rock, AR. The secure *Martha Morriss Gallery, Melanie & Allison Gallery & William Fuller Gallery* primarily provide new artistic experiences from outside of the area, while the open galleries on our four floors showcase the rich and diverse talents of our local and regional visual artists and students. In addition, the historic Regional Arts Center is available for special event rentals and discounted community organization use.

In 2008, TRAHC was given its first property, *Arts On Main at Stewart Title* at 218 Main St, with the focus of expanding community engagement via hands on art experiences for children and adults. Partial and full scholarships are available for current art classes/camps based on financial need.