



THE ART EFFECT

PROGRAM ASSISTANT Job Roles and Responsibilities

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The Art Effect is a community-based, multi-arts educational center offering a wide range of creative, educational, and culturally-enriching programs to diverse audiences throughout the Hudson Valley. It was created in 2018 from a year-long merger process of two long-standing arts education and youth development agencies in Poughkeepsie, NY: Mill Street Loft and Spark Media Project. The Art Effect, now fully merged, empowers youth to develop their artistic voice to shape their futures and to bring about positive social change. We are the largest arts education nonprofit in the region.

POSITION SUMMARY

The Art Effect is seeking an extremely organized, efficient, and detail-oriented person to join our team as a Program Assistant to support the Director of Programs, as well as to support program-related tasks within Development, Exhibitions, and Communications departments. The Program Assistant's roles and responsibilities entail the following:

Program assistance

- Program/course calendar management
- Creation of class rosters and forms checklists
- Data inputting of student into into database and spreadsheets
- Class start reminders and cancellation notices to parents/students
- Scheduling college visits
- Scheduling internal portfolio review sessions
- Supporting supplies purchasing for specific programs/classes
- Program events assistance (Portfolio Day, Reel Exposure, Arts for Justice events)
- Handling morning registration tables for summer camps and programs

Programmatic Communications Assistance

- Review details and update course listings on website
- Attending weekly communicating meetings to advocate for program marketing needs
- Supporting/double-checking content for social media posts
- Supporting program changes to the website

Administrative assistance

- Labeling of program photos and uploading of program photos
- Inputting of stats into spreadsheets for supervisor review
- Creating internship descriptions and circulating among colleges/universities
- Communicating between internship applicants and potential supervisors
- Managing administrative back end of interns (paperwork, Homepage)



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- Answering phones, drafting emails, handling public inquiries as needed

The successful candidate will:

- Have a background in arts education, business, communications, or closely related field;
- Have good communication skills and an engaging, knowledgeable, inspiring, and motivating persona;
- Feel comfortable receiving training and feedback to continuously strive towards our organizational standards;
- Be able to maintain our student database with integrity and fidelity.

Compensation: Salary will be negotiated upon hire, but will include benefits such as a generous vacation/paid time off package, Health insurance with options for vision/ dental; 401K.