

Administrative Assistant for the Center for Art and Community Partnerships (CACP) Job Description

Leadership experience complements the academic curriculum at MassArt and empowers students to become more confident, engaged artists, designers, and citizens. Students have the opportunity to apply for various paid positions to be held during their sophomore through senior years.

Student Leadership at MassArt is rooted in MassArt's Mission and Values and is essential to transforming MassArt's culture and community. All student leaders will be expected to uphold MassArt's missions and values as we work together to make MassArt a more equitable place to work, learn, live, and make.

ABOUT CACP

The Center for Art and Community Partnerships (CACP) partners with people and communities within and beyond MassArt to radically expand access to transformative creative experiences. CACP matches MassArt faculty, students, staff, and alumni who want to engage in community-based projects with neighborhood organizations, schools, and institutions to create mutually-beneficial, sustainable partnerships in the visual arts. The Center uses art as a catalyzing force for citizens to act creatively together. To learn more please visit our Instagram: [@cacp_massart](https://www.instagram.com/cacp_massart) or website: massart.edu/cacp

ABOUT THE POSITION

The CACP Administrative Assistant provides the CACP office with invaluable administrative support. The CACP staff is small but mighty! We need the support of Student Admin Assistants to make our work function smoothly and come to life. Student Admin Assistants (also called Student Associates) complete many different types of tasks including but not limited to:

- Prepping materials (poster, buttons, schedules, flyers, etc) for events
- Distributing flyers that publicize CACP programs/events both on and off-campus
- Preparing (designing, printing, trimming, folding, etc) brochures, cards, posters, and other materials.
- Maintaining, organizing, and editing image and video archives
- Photo documentation
- Typing up notes
- Supporting with the creation of social media content
- And more! CACP's Student Admins function as general "first responders" in support of CACP programs and projects

Duties and Expectations

- Provide 4 weekly (scheduled) hours of administrative support in the CACP office - come ready to take-on whatever tasks need doing that day
- Participate as a member of our student-cohort by attending monthly PartnershipWORKS Sessions (see below for more details)
- Maintain open/frequent communication with CACP staff
- Additional responsibilities depending on student interest and expertise

Required Qualifications

- Applicant must be in good academic and judicial standing with the college at the time of application and during the length of employment
- Must be a current matriculating undergraduate student at MassArt
- Express strong interest in CACP's mission and values
- Organized, enthusiastic, and motivated
- Possess skill with administrative tasks and a sharp mind for details
- Effective communicator - especially via email
- Familiar (preferably fluent) with Photoshop and/or InDesign
- Good writing skills
- Comfortable taking initiative
- Enjoy working with people and possess a good sense of humor
- Familiar with Premiere (a plus!)

Salary

- The CACP Administrative Assistant is paid an hourly rate on a bi-weekly schedule
- All Student Leaders are paid minimum wage. (In 2022 the MA minimum wage is \$14.25/hr and in Jan. 2023 minimum wage will become \$15/hr)
- Students must complete timesheets each pay period in order to be paid.

Time Commitment: 4 hours per week of in-office work

Location of the Position: CACP Office (2nd floor Kennedy)

Supervisor Name: Elena Belle White, Associate Director, (CACP)

About PartnershipWORKS Sessions (mentioned above):

All students employed through CACP participate in monthly PartnershipWORKS sessions. These gatherings of CACP's full 30+ student cohort help to build community among the CACP cohort + staff and prepare students to engage with community-based work. These sessions are a required part of working with CACP, are led by CACP staff, and students are paid for participation.