

**Position Title:** CACP Administrative Assistant

**Supervisor Name:** Elena Belle White

**Supervisor Title:** Associate Director, Center for Art and Community Partnerships (CACP)

**Department:** Center for Art and Community Partnerships (CACP)

**Location of Position:** This position can be remote while CACP staff are remote but/and when CACP staff return to campus, in-person work will be required.

**Number of Openings:** 1

**Hours per Week:** 4 hours/week

**Hourly Rate or Salary:**

2021: \$13.50/hr

2022: \$14.25/hr

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.

### **Position Duties & Description:**

#### **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: [massart.edu/cacp](http://massart.edu/cacp)

#### **ABOUT THE POSITION**

CACP Administrative Assistants provide 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

## **RESPONSIBILITIES**

- Provide consistent (4 weekly hours) of administrative support in the CACP office
- Participate as a member of our student-cohort by attending monthly PartnershipWORKS Sessions (see below for more details)
- Complete and submit mid-term and end-of-year program evaluations
- Maintain open/frequent communication with CACP staff
- Complete and submit timesheets by due dates
- Additional responsibilities depending on student interest and expertise

## **QUALIFICATIONS**

- Must be in good academic and disciplinary standing
- Possess skill with administrative tasks and a sharp mind for details
- Organized and motivated
- An effective communicator - especially via email
- Familiar (preferably fluent) with Photoshop and/or InDesign
- Familiar with Premiere
- Good writing skills
- Committed to the CACP mission
- Comfortable taking initiative
- Enjoy working with people and possess a good sense of humor