

Position: ***Creative Administrative Assistant***

Organization: *LEAF Global Arts*

Preferred Application Deadline: Applications open until Position Filled.

Position Start Date: *Immediately*

Job Scope: *Starting at 30 hours guaranteed with Opportunity for growth. This job is in person and includes weekends.*

How to Apply: Directions are at end of Posting

LEAF Global Arts in downtown AVL on the historic Block is seeking a Creative Administrative Assistant who has strong administrative skills paired with creativity, global arts education, customer service, and helps to promote cultural curiosity and engagement with experiences offered. The ability to work with a wide range of people, in both office and public settings is a must. This person reports to the Education Director and is responsible for a range of administrative and event duties related to field trips, cultural tours, exhibitions, events, facility rentals, creative placemaking and LEAF Schools & Streets Residency programs. This role requires project management capabilities, working with teaching artists and activating experiences, collaborative skills, international worldview understanding, curiosity and a commitment to cultural equity.

This role cannot be fully captured in descriptions; therefore, keep your spirit open for when there are spaces and opportunities to SHINE that expands your role and deepens the impact of the mission.

### SKILLS & EXPERIENCE PREFERRED:

At LEAF, we recognize that often inherent skills can not be captured on paper; however, in order to assess the best possible match for both LEAF and the applicants these are skills that are preferred:

- Minimum of 3 years with success in programming, administration, and working with a school/educational learning environment
- Experience of working with an arts or community center
- Strong skills in all Google Suite and applications esp. Google sheets and documents
- Social media and marketing skills for postings, listings, and promoting classes & opportunities
- Website updating skills (we currently use WordPress)
- Basic technology and video skills, and knowledge with navigating tech challenges
- Strong organizational, storytelling, promotional and relational communication skills
- Experience with and knowledge of community-based non-profit structure and equity
- International experience and awareness of global issues, equity and curiosity
- Ability to work as part of the LEAF team, highly effective and efficient with a positive spirit
- Creative skills (art, music, language etc)
- HONORING OF LEAF CORE VALUES IN DAILY WORK: We are driven by our mission • We advocate for equity • We act with openness & integrity • We support each other as agents of positivity & care. "We Got This" • We collaborate with purpose • We celebrate with gratitude.

*\*If you do not meet some of the above, let us know other qualities you bring to bridge the gap.*

### MAIN RESPONSIBILITIES IN MORE DETAILS:

*\*\*Job responsibilities include but are not limited to the below.*

## 1. GLOBAL ADMINISTRATIVE OPERATIONS:

- a. Overseeing calendar, marketing, facility rentals, class management, and other office projects, as needed.
- b. Support with facilitation of field trips, classes, events, rentals, and projects as needed.
- c. Placemaking: Make sure the place feels great and welcoming! Monitor all spaces making sure clean, organized, ready for use, windows and signage up-to-date and all engagement stations working.
- d. Customer service including but not limited to front desk, class registrations, phone inquiries, data collection, and surveys in accordance with database system procedures.
- e. Manage merchandise (art, apparel, concessions snacks etc) for sale at LEAF Global including but not limited to inventory and stocking.
- f. Working with the Education Director and Associate Director to elevate all engagement areas to excellence, and knowing how to operate and repair all exhibits A to Z.
- g. Assist with facility set up and takedown for classes and special events as needed; open and close facility in accordance with procedures.
- h. Monitor inventory of office, cleaning and facility supplies.

## 2. MARKETING & PROMOTIONS:

- a. Promote activities and services offered at Global and with LEAF Schools & Streets
- b. Post to social media and community calendars
- c. Keep web pages up-to-date related to Global Experience and LEAF Schools & Streets
- d. Support marketing efforts which are key to the success.

## COMPENSATION:

- Pay is Commensurate with experience. Starting base is \$17/hr with raise to \$18/hr after 90 day probationary period. Position will start with a guarantee of 30 hours per week with opportunity for growth to full time employee.

## HOW TO APPLY:

Email: [Education@theLEAF.org](mailto:Education@theLEAF.org)\_ cc: [Jennifer@theLEAF.org](mailto:Jennifer@theLEAF.org)

Subject Line: "LEAF Global Applicant". Include these 3 items:

1. Your resume
2. Cover letter w/ 3 references
3. Link to a 3-minute video addressing the following:
  1. Why do you feel you would be a great Creative Administrative Assistant at LEAF?
  2. Why are global arts education and experiences important?
  3. What is an example of something impactful, creatively or organizationally, that you have created in a work environment?
  4. What is a life goal of yours that aligns with LEAF's mission?

Note: Send a YouTube or web link of your video. Video can easily be made on a smartphone, is informal, and ONLY shown to our Interview Committee. Each applicant's Video is assessed on the same standards. LEAF abides by NC Equal Opportunity Guidelines.

Thank you for your interest in joining the LEAF leadership team and bringing the beautiful space at LEAF Global Arts on The Block alive with programming and strong administrative organization. This is a creative opportunity to work with an amazing diverse group of people that have come together to create, celebrate, learn and drive LEAF's mission of ***Connecting cultures & creating community***

*through music, arts education, preservation & experiences.*

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