



Programs Assistant

Programs Assistant

Full-time, 40 hours/week, Monday – Friday with some evening and weekend work as needed.

Position Summary

The Programs Assistant reports to the Director of Programs and Operations and is responsible for supporting all aspects of The Center's programs and operations. The Programs Assistant is positioned at the front desk and is the first point of contact with students and visitors to The Center.

Essential Job Functions

- Answers main telephone, collects voicemail and updates recorded message
- Answers email correspondence sent to info@ccabedminster.org
- Administrative support for the education program including producing contracts for instructors, facilitating information for course catalogs
- Maintains registration database including data entry and producing/updating enrollment reports
- Registers students for courses over the phone and in person
- Processes credit card sales
- Enters class and workshop descriptions in online registration database
- Prepares attendance sheets for classes
- Tracks outstanding student balances
- Maintains studios, ensuring that they are clean, organized, and prepared for classes and programs
- Orders supplies for classes and programs
- Assists with artwork shipping
- Works with Director of Programs and Operations to schedule instructors and aides for birthday parties and scout workshops

Marginal Job Functions

- Required to work at opening receptions and special events over the course of the year which require weekend or evening hours
- Proofreads school brochure and other event mailings
- Picks up, sorts, and distributes mail daily
- Other tasks and duties as requested by the Director of Programs and Operations or Executive Director

Key Qualifications/Skills

- Detail-oriented with excellent communication and time management skills
- Friendly personality comfortable interacting with the public
- Team player
- Experience in the arts or arts education preferred
- Some moderate lifting and physical activity required
- Registration database management or data entry experience
- Working knowledge of Microsoft Office Suite and Google Suite
- Work to be performed on-site at The Center in Bedminster, NJ

Application Instructions

Send cover letter, resume and contact information for three references to Cyndi Wish, Executive Director cwish@ccabedminster.org

No phone calls.

Applications Deadline: November 17, 2023

Position Start Date: January 8, 2024

Salary: \$34,000 per year. Paid time off and holidays. One Hour paid lunch break.

Employees of The Center are invited and encouraged to take one complimentary class at The Center per year during paid work time.

Equal Employment Opportunity has been and will continue to be, a fundamental principle at The Center for Contemporary Art (The Center), where employment is based upon an individual's personal capabilities and qualifications without regard to their race, color, religion, gender identity, national origin, age, disability, [alienage or citizenship status, marital status, creed, genetic predisposition or carrier status sexual orientation] or status as special disabled Veteran in accordance with applicable federal and state laws. Further, The Center will make reasonable accommodations in the employment of qualified individuals with disabilities where such accommodation does not create an undue hardship to The Center.

