

# Administrative Assistant

**Position:** Exempt

**Hours:** 30 hours weekly

**Reports to:** Executive Director, Director of Education

**Unit/Department:** Education

**Background:** The Kirkland Arts Center was founded as the Creative Arts League in 1962 by artists and citizens interested in providing local opportunities in the arts and preserving a Kirkland landmark, the Peter Kirk Building. For over 50 years, KAC has owned and maintained this historic structure and transformed it into an exhibition gallery, community arts studios, and classrooms serving students of all ages and skill levels.

Kirkland Arts Center invites openness, curiosity, and risk-taking. We encourage students of all ages and abilities to engage in arts experiences, so they can grow as individuals and be part of a community. To protect this existing culture and invite growth as a community, the following core values are key to our strategic mission and vision: Inclusivity, Leadership, and Sustainable Growth.

**Purpose:** The Administrative Assistant works directly with the Director of Education and Education Assistant and collaborates with internal partners to support Kirkland Arts Center's educational and community engagement programming. This position effectively contributes to the Kirkland Arts Center by fostering a commitment to arts education and curriculum building while nurturing a passion for community engagement, service and a strong interest in the visual arts. Furthermore, this position requires a commitment to reflecting justice, equity, diversity, and inclusion initiatives in daily practices and responsibilities.

## Duties:

- Serve as the initial point of contact to receive all incoming phone calls; ensure effective telephone communication to maintain the Center's professional image.
- Monitor the Center's email accounts: fielding inquiries and forwarding them to appropriate staff members and consultants.
- Assist with coordination and implementation of educational programs including the development of quarterly class schedules using a course management platform.
- Assist in monitoring education budget(s).
- Assist in the development of weekly, monthly, and quarterly reports.
- Assist with the development and dissemination of marketing materials and data collection.
- Monitor and assist the Open Studio Student payment process.
- Coordinate and monitor the Life Drawing Model payment process.
- Coordinate the dissemination of offer letters and contracts.
- Monitor student registration and course cancellations.
- Facilitate student course refunds.
- Facilitate program purchases and reimbursements within budgetary guidelines and limits.
- Coordinate events and programming activities, secure spaces that meet programmatic needs; schedule and manage internal and external meetings; and provide logistical support.
- Manage logistics, initiate, create, and track communication and information flow with students, teaching artists, staff, Board Members, program participants, partners, and stakeholders.
- Assist in editing, proofreading, and writing a variety of Education Department documents including grant proposals.
- Supervise volunteers including high school interns and work-study recipients.
- Other duties as assigned.

## Minimum Requirements:

- Bachelor's degree in business, management, arts administration, or related field and/or equivalent experience required.
- Minimum of three years of administrative or office management experience required.
- Strong problem-solving and time management skills; must be able to prioritize and manage multiple assignments and deadlines within a fast-paced, dynamic environment.
- Effective and professional verbal and written communication skills with the ability to interact with a variety of people at all levels within the organization.
- Proficiency with Google Suite and Microsoft Office.
- Excellent interpersonal skills; service oriented.
- Ability to maintain confidential information and documents with discretion.
- Ability to work independently as well as collaborate as part of a team.
- Demonstrated ability and capacity to execute tasks with accuracy, consistency, efficiency, and attention to detail.
- Budget management experience a plus.
- Grant and policy writing experience a plus.

### **Application Process:**

Please send a thoughtful cover letter and resume to [employment@kirklandartscenter.org](mailto:employment@kirklandartscenter.org).

Applications will be reviewed on a rolling basis and accepted until the position is filled.

It is our policy to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law.

Job Type: Part-time

Benefits:

- Health insurance
- Vision insurance