



The Cabarrus Arts Council is committed to creating a diverse environment, proud to be an equal opportunity employer and welcomes a diverse pool of candidates in this search.

Program Assistant Job Description

The [Cabarrus Arts Council](#) is seeking a full-time Program Assistant. The position is a member of the support team, reports to the Operations Director and is an integral part of the arts council staff. The Program Assistant provides administrative, logistical and physical assistance to support the arts council's programs and Directors. The Cabarrus Arts Council is a non-profit arts organization dedicated to providing a wide variety of diverse cultural programs and supporting the arts across Cabarrus County.

Responsibilities include, but are not limited to: Implementation and support of arts council programs, general clerical duties, assistance with gallery exhibition installments, entering and tracking gallery inventory, leading gallery tours; supporting the administration of Davis Theatre performances and off-site school performances; processing gallery, ticket and concession sales; special event assistance; coordinating volunteer schedules; data entry, researching community arts events, working with volunteers, children and the public.

Minimum requirements:

- Available to work a variable schedule based on program need, including evenings and weekends
- Excellent organizational skills with attention to detail, multi-tasking and ability to prioritize
- Strong communication skills including written, oral and presentation
- Professional interpersonal skills and a positive attitude
- Proficiency in MS Office Suite, particularly Excel, Word, Outlook, and the ability to learn new applications quickly
- Proven ability to take direction but also to work with minimal direct supervision and manage multiple projects while being a committed team player.
- Ability to work well with volunteers, children and the public
- Comfort with people of diverse backgrounds
- Ability to lift up to 40 lbs., climb ladders and use basic tools
- Reliable means of transportation
- Interest in the arts, community engagement

Working Conditions / Physical Requirements:

- This position requires frequent: standing, sitting for long periods, walking up to ½ mile, lifting, carrying, kneeling, crawling, pushing/pulling, climbing a 12-foot ladder, balancing, bending, crouching, hearing, twisting, talking.
- Heavy lifting: Exerting over 40 pounds regularly

Hourly wage: \$15

Benefits: Paid sick time, generous paid vacation and retirement match

To apply: Email a cover letter with resume and at least three professional references to Lisa@CabarrusArtsCouncil.org. Incomplete applications will not be considered. Applications will be evaluated in the order they are received. No phone calls.