



JOB TITLE: Administrative Assistant (Part-time 25 hours per week)

REPORTS TO: Founding Artistic Director & Executive Director

ABOUT ORIGINATION CULTURAL ARTS CENTER

Founded in 1994, Origination is a 501(c)(3) non-profit performing arts organization that uses dance to develop leadership, confidence, and self-sufficiency among boys and girls ages 3-18. We also use the arts to raise public awareness about African American history and train our youth to become active participants in the movement for racial equality and social justice in the United States and abroad. The majority of our students live in Roxbury, Dorchester, and Mattapan, where access to quality dance and theater programs is limited. We serve over 300 boys and girls annually through our on-site programs and an additional 1,500 youth through our outreach and touring programs.

POSITION OVERVIEW

Working under the direction of the Founding Artistic Director and Executive Director, the Administrative Assistant plays a crucial role in Origination's team. We're seeking a generalist with top-notch administrative and word processing software skills, presentation expertise, and proficiency in relevant technology. This role involves a balanced focus on marketing and program assistant duties, along with providing administrative support to the Founding Artistic Director and Executive Director.

General administrative responsibilities:

- Attend and record weekly staff meetings.
- Maintain a current 12-month calendar for project dates.
- Front Desk/Reception coverage as needed.
- Answer phones, monitor, and respond to email, check SLACK and check and record messages daily.
- General office duties (e.g. record keeping, copying, mailings, scheduling meetings, etc.)
- Provide administrative support to the senior management team of 2.

Marketing responsibilities include:

- Capture and compile feedback on all events.
- Collaborate with team members to help plan events, projects, and campaigns as needed.
- Assist with managing social media accounts in the absence of Social Media Coordinator

- Maintain updated media database for print and electronic media,
- Maintain a current 12-month calendar for project dates.
- Maintain and order marketing materials, such as one-pagers, business cards, letterhead, envelopes, step & repeat, etc.
- Set up the OrigiNation marketing table at OrigiNation performances.
- Attend and stay for the entirety of self-produced scheduled OCAC performances.
- Assist public relations firms with procuring event materials.

Program responsibilities include:

- Manage costume inventory including ordering costumes and company attire as directed by the Artistic Director.
- Process student registrations including processing payments and issuing receipts.
- Manage the performance and rehearsal schedules for the Professional Dance Division.
- Curate content for the Social Media Coordinator as needed.

QUALIFICATIONS

- Bachelor's Degree and/or 1-2 years of professional office experience with marketing and program support preferred. Experience will be considered in lieu of a degree.
- Excellent administrative and organizational skills and meticulous attention to detail.
- Experience with social media-related tools, such as Facebook, LinkedIn, Twitter, Instagram, YouTube, and Canva.
- Experience and interest in youth arts programming
- A high-level of comfort and accuracy in working with numbers, data, and spreadsheets.
- Demonstrated ability to work independently and as part of a team in a fast-paced, deadline-oriented environment.
- Ability to be flexible, work well under pressure, be proactive and handle multiple tasks simultaneously with poise, enthusiasm, discretion, and professionalism.
- Ability to proofread and edit a range of written and visual materials.
- A high degree of integrity and respect for diverse perspectives.
- Excellent interpersonal and communication skills.

PREFERRED SKILLS AND REQUIREMENTS

- Strong communication, customer service, and organizational skills.
- Minimum 2 years of computer experience including proficiency with Microsoft and Google applications (creating spreadsheets, typing correspondence, online research).
- Must be dependable and reliable.
- Demonstrated commitment to and willingness to uphold OrigNation's mission.
- Takes pride in the upkeep of the studio.
- Ability to work some evenings and weekends as needed for scheduled performances.

ADDITIONAL TERMS

- This is a part-time, 25 hours per week, in-person position.
- Work hours: Monday through Friday from 11am-4pm.

SALARY AND BENEFITS

- \$18-\$20 depending on experience
- Opportunities for continued learning and skills development.
- Stipend for professional development.
- Ten days of PTO.
- No health insurance.

HOW TO APPLY

Candidates should email a cover letter, resume, and one writing sample to OrigNation at info@originationinc.org with "Administrative Assistant" in the subject line. Resumes without a cover letter will not be considered. Applications will be accepted on a rolling basis until the position is filled. No phone calls please.

OrigNation Cultural Arts Center is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, or any other legally protected status.