



# THE CENTER FOR THE ARTS

Since 2000, The Center for the Arts - a 501(c)(3) nonprofit arts organization - has grown into a leading presenter of music, dance, theater, comedy, literary and visual art, and family programming, offering more than 150 events per year from its location in downtown Grass Valley. The Center completed a major renovation of its multi-use facility in downtown Grass Valley in 2020, making it a premier performing arts destination. The venue includes the Main Stage, which accommodates up to 492 guests in configurable theater seats and up to 700 patrons for dance shows, and a 90-seat black box theater.

**TITLE:** Education and Outreach Assistant

**REPORTS TO:** Programs Manager

## **JOB PURPOSE**

The Center for the Arts seeks an Education and Outreach Assistant that will be able to complete a broad variety of administrative tasks and support the curatorial process. Reporting to the Programs Manager, the Education and Outreach Assistant will manage and facilitate youth arts education programs as well as outreach programs within the community.

Candidates should note this role includes group sales for youth and seniors. Qualified applicants should be passionate about bringing the arts to more members of our community and working with our team to create successful and equitable outreach opportunities.

## **DUTIES and RESPONSIBILITIES:**

- Facilitate Youth Arts Education Programs including Family Fun Days, Student Matinees, Summer Camps, and after school programs
- Review and prepare contracts for teaching artists
- Maintain multiple room calendars
- Assist with theater and room rentals
- Prepare acknowledgement letters
- Send study guides to teachers interested in student matinees
- Work with local school districts on communication and sales of Center programs
- Reach out to various groups including senior centers regarding Center programs
- Pull ticketing reports and assist with presentations
- Other office duties as assigned



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## **QUALIFICATIONS:**

- Outstanding customer service skills
- Outstanding written and verbal communication skills required
- Must be able to multitask
- Knowledge and interest in youth arts education is a must
- Full comprehension and use of Google Drive and basic computer use
- Practical problem solving.
- The ability to use various ticketing programs including PatronManager or Salesforce a plus.
- Ability to work collaboratively with a team and take direction as needed
- Ability to thrive and adapt in a fast-paced environment
- Hardworking, creative, and professional, with unflinching attention to detail

## **HOURS**

Part-time at 20 to 25 /hours per week

We plan to evaluate and move the position to full-time once COVID restrictions are lifted and the venue is again open with events at full capacity.

## **TO APPLY**

Email cover letter and resume to [hr@thecenterforthearts.org](mailto:hr@thecenterforthearts.org).