



## **Art & Design Department Assistant Employment Opportunity**

The Harlem School of the Arts (HSA) Art & Design Department seeks a passionate, organized, and self-motivated Department Assistant to help with administration, classroom maintenance, and exhibitions through the 2018-19 school year.

HSA is a not for profit, community-based arts center that provides quality arts instruction in four disciplines (music, dance, theatre, and art & design), to youth and adults, in the historic Hamilton Heights section of West Harlem. HSA is an equal opportunity employer.

This is a part-time (10-20 hours per week), non-exempt position. Potential candidates must be available on Saturdays as well as at least one other week day a week. Because HSA is an art center and not a regular academic school, most student activity happens after school and on Saturdays. The Art & Design assistant may also attend Adult Art & Design classes or workshops free of charge.

The Art & Design Department Assistant will report directly to the Director of Art & Design.

### **Principal Duties:**

- Material and supply inventory and organization
- Liaise with teachers
- Assist in classrooms with small children
- Assist with exhibitions
- Provide general administrative support including filing, photocopying, and organizing department documents
- Assist with marketing and promoting classes and workshops
- Additional duties as assigned

### **Qualifications:**

- Experience using visual art mediums
- Exceptional attention to detail
- Experience teaching art is a plus
- Experience with Word and Google Drive; Excel spreadsheet skills preferred
- Strong written and verbal communication skills
- Flexibility and adaptability to changing priorities in a fast-paced environment
- Experience working with children is a plus
- Pursuing or has received a degree in an arts-related field or demonstrated passion for visual arts

### **To apply:**

Interested individuals should submit a cover letter and resume/CV to Adrienne Tarver, Director of Art & Design ([atarver@hsanyc.org](mailto:atarver@hsanyc.org)) by **Tuesday, October 23rd**. In your cover letter, please indicate your regular weekly availability. Please indicate **Art & Design Assistant** in the subject line.