



Program Assistant Position Summary for Applicants

Bemidji, MN Part Time | cover letters with resumes accepted until June 18, 2018

Position Summary:

The Region 2 Arts Council (R2AC) mission is to strengthen the presence of the arts by supporting opportunities for arts creation, promotion, and education for the people of Beltrami, Clearwater, Hubbard, Lake of the Woods, and Mahnommen Counties. The Program Assistant will work with the Executive Director and Grants Manager in implementing Region 2 Arts Council's grant programs and services. The Program Assistant will provide an additional presence in Region 2 Arts Council communities, and utilize the monthly e-newsletter, web site, arts calendar, e-mail design and distribution site, social networking tools and public service announcements to promote engagement with R2AC programs, strengthen relationships, and generate interest in the arts in north central Minnesota.

Qualifications or Requirements:

- Strong interest in and personal experience with the arts
- Excellent communication skills including listening, speaking, and writing
- Proficiency with social media tools
- Competency with computers and word processing
- Facility with Word, Excel, Adobe, PowerPoint
- Strong critical thinking skills and attention to detail
- A capacity for self-management while coordinating tasks with colleagues
- Desire to support artists and arts organizers that represent all ages, abilities, artistic disciplines, and cultural backgrounds
- Bachelor's degree or equivalent work experience in a related field

Supervision:

Work under the supervision of the Executive Director, with guidance from the Grants Manager and the Board of Directors

Flexible Work Schedule:

- Maximum 20 hours/week
- Some standard office hours, M-F 9 a.m. – 5 p.m.
- Some evening and weekend hours

- Some travel within the 5 counties of Region 2 Arts Council and 4 additional Anishinaabe Arts Initiative counties

Primary Duties and Responsibilities:

- Promote R2AC's grant opportunities
- Facilitate grant writing workshops for individual artists and organizations
- Support applicants in using the online grant software
- Support Executive Director and Grants Manager in grant review-related tasks
- Plan professional development workshop line-up for regional artists and arts organizations based on R2AC's goals and needs assessment results
- Secure workshop presenters and venues
- Host workshops and presenters; tech support, set up and break down
- Support management of professional development workshop budget
- Coordinate and oversee R2AC office exhibit of grantee art work
- Create and distribute written communication including e-newsletters, public service announcements, web site posts, and flyers
- Utilize social networking tools to increase R2AC visibility, strengthen relationships, and generate involvement in regional arts programming
- Maintain regional online arts calendar
- Contribute to the planning and preparation for monthly Region 2 Arts Council Board of Directors' meetings and Anishinaabe Arts Initiative Council meetings
- Attend monthly board meetings and serve on board committees as needed
- Support an office atmosphere of professionalism, equity, and inclusion
- Complete other duties as assigned

These duties and responsibilities are subject to change by the employer as the needs of the employer and requirements of the job change.

Job Details

Salary Range: \$15-\$19/hour depending on experience and educational qualifications

Benefits: vacation and sick time, retirement benefits after one year, 4 paid holidays

Position: Part Time: 20 hours/week

Physical demands:

The work environment and physical demands described here are representative of those needed by an employee to independently perform the essential functions of this job. Upon request, reasonable accommodations will be made to enable individuals with disabilities to perform these essential functions.

- Ability to operate in a work environment with a moderate noise level
- Some standing, walking, bending, reaching, frequent use of hands, stooping and light lifting, moving chairs and tables (may request assistance)
- Some driving in daytime and evening hours, during all seasons

Submit cover letter and resume to:

Laura Seter, Executive Director
Region 2 Arts Council
P.O. Box 693
Bemidji, MN 56619

Or

staff@r2arts.org

Subject line: Program Assistant Application + Name

Region 2 Arts Council practices equity in the workplace and supports and encourages staff diversity. If you have a disability and require accommodation, or need this information in another format, please contact our office.

Our office is located at 505 Bemidji Avenue North, Bemidji, Minnesota in the Watermark Art Center.