

Center for the Arts : Employment Opportunity

Job Description: Executive Assistant

Salary: please contact for salary info@centerfortheartsnh.org

Mission statement: The Lake Sunapee Region Center for the Arts is a nonprofit organization that supports artists and arts organizations, in the region, as well as promotes community events that focus on the arts.

Job Description:

- Approximately 15 hours/week with some weeks requiring less and some more dependent upon the events scheduled for that time period
- Flexible Hours at home with 3+ hours at Whipple Hall each week
- Occasional weekends and nights
- Understands the CFA mission, goals and objectives as determined by the Board
- Coordinates and facilitates programs throughout the year
- Communicates on a weekly basis with recreation department in order to coordinate activities at Whipple Hall and with the town
- Answers inquiries and responds to requests with regard to the organizations monthly events, special fundraising events, education programs, and membership
- Communicates with Sponsors and Donors
- Communicates with the Board at monthly meetings
- Assists committees as needed: Membership, First Fridays, Workshops, Fundraisers

Qualifications:

The successful candidate is comfortable dealing with the public and has strong interpersonal skills. The candidate should have strong computer skills and be able to multi-task. He/she should demonstrate initiative and be able to carry out responsibilities related to monthly events as well as fundraising events held periodically throughout the year. Experience with nonprofit organizations is preferred.

How to Apply: Please email Cover Letter and Resume to:

info@centerfortheartsnh.org

Deadline to apply is August 20th

To learn more about Lake Sunapee Region Center for the Arts visit:

www.CenterForTheArtsNH.org