

Garrison Art Center

Title: Program Assistant

Time Requirements: Full-time, 35 hours per week, Monday Remote, Tue - Fri, 10 am - 5 pm

Summer Hours (Based on the School Summer Calendar): Mon – Fri, 9:00 am - 4:00 pm (In Person)

Salary \$40,000-42,000

Summary:

Working under the direct supervision of the Education Director and the Events and Development Manager, with overall oversight by the Executive Director, the Program Assistant plays a key role in supporting the administrative, educational, events, and gallery operations of Garrison Art Center. This position serves as a primary point of contact for the public, manages front desk operations, and provides cross-departmental support for education programs, exhibitions, and special events. The Program Assistant assists with registrations, scheduling, communications, and logistical coordination. This position requires someone who can work onsite at GAC for special events, occasional weekends, and evenings.

Qualifications: The job requires an individual to be detail-oriented and organized, possess excellent people skills, and have an interest in the arts. Must also possess excellent computer skills and a working knowledge of applications, including Google Workplace, PayPal, Wix, CRM programs-particularly LGL, and online class registration systems. Basic knowledge of Canva is a plus.

General Admin:

- Answer the main office telephone
- Manage mail and deliveries
- Add bookkeeping codes to receipts and invoices
- Sort email in the general info box, respond as needed to direct requests for information, and/or forward messages to appropriate staff
- Manage the general office and the organization calendar
- Assess facility and office supply needs, place orders, and restock.
- Interfacing with the public, such as registrations for classes, memberships, applications, etc.
- Update website & Bloomberg Connects as needed.

Education:

- Administrative support for Education Director
- Assist with registration logistics like updating class descriptions and calendars, as well as tracking enrollment.
- Provide adult and youth student customer service via email, phone, and in-person student registrations
- Monitor classrooms to ensure proper supplies and materials are available, purchase, organize, set up, and clean as necessary

- Support staff on summer camp programming with registration, parent communications, and day-to-day logistics
- Assist with education-related exhibitions
- Partner with the Education Director to facilitate growing Community Arts Outreach

Gallery duties include:

- Prepare price lists, wall statements, labels, and sign-in sheets for upcoming exhibitions
- Notify accepted and rejected artists
- Update both the Google Drive calendar and website calendars in line with upcoming dates/exhibitions
- Create web pages for exhibitions
- Prepare reception supplies
- Liaise with artists to collect images, statements, shipping details, and other required materials
- Assist the Gallery Coordinator with the drop-off and pick-up of group shows

Events and Development duties include:

- Provide general administrative and boots on the ground support for Events, including the Auction, Arty Martini Party, Holiday Pottery Sale, and occasional pop-up events
- Event assistant for Garrison Craft
- Provide administrative support for Development, including processing integrations in Little Green Light (LGL) and assisting with mailings
- Availability to work weekends during events is required

QUALIFICATIONS:

- Creative thinker and proactive problem solver
- Strong time management skills
- Excellent attention to detail and organizational skills
- Willingness to learn new programs
- Interest in community engagement, arts education, or arts administration
- Familiarity with websites, payment processing, Excel, Google Sheets, and CRM databases
- Strong communication and customer service skills
- Ability to work special events, occasional weekends, and evenings
- Ability to work self-directed and within a small group; manage several projects at once, and meet deadlines

BENEFITS:

- Health insurance is available to full-time employees following a 90-day introductory period. Enrollment is optional. The Art Center covers 75% of the monthly premium; the employee's 25% share is deducted from payroll
- Paid vacation and sick leave
- Opportunity to take Garrison Art Center classes free of charge