

Crooked Tree Arts Center
Traverse City, MI
www.crookedtree.org

Job Description for Program Assistant (Part-Time)

As the **Program Assistant** at Crooked Tree Arts Center - Traverse City, you'll be an integral part of a creative, inspiring, community-based arts organization that has served Northern Michigan for over 50 years. Our mission is to inspire and enrich lives through the arts. We offer year-round visual arts exhibitions, classes, lectures, and other special events.

The **Program Assistant** will report to the Education & Outreach Director. This position will also support the Visual Arts Director, and other team members with what we do best - arts education and experiences! Responsibilities include supporting visual arts exhibitions (painting and patching walls, hanging and display of artwork, coordinating with artists, inventory, packing and shipping, etc.), coordinating artist market and art fair events (2-3 per year), managing our retail shop, inventory, and administrative and support work related to classes and educational programming.

This part-time, hourly position is ideal for a friendly, organized, self-starter who is comfortable taking initiative, loves the arts, and values working in a pleasant, creative, mission-driven environment. This position will average 20-24 hours a week with some seasonal variation. The Program Assistant will work primarily weekdays but with occasional weekends or evenings required. This position is based in Traverse City. Infrequent travel to our Petoskey location may be required.

Required Skills, Interests, and Abilities:

- Strong attention to detail
- Ability to coordinate multiple projects simultaneously
- Careful and conscientious handling of artwork and high-value items
- Good organization skills
- Excellent communication skills
- Retail and inventory management
- Interest in the arts
- Must be able to lift up to 25 lbs regularly and 50 lbs occasionally
- Must be able to scale ladders
- Able to use basic tools, e.g. hammer, screwdriver, wrenches, drill, level, paint brushes and rollers, etc.
- Interior wall painting
- Able to communicate accurately and professionally in email and otherwise
- Skills necessary to use Windows-based computers and programs to work with documents, maintain records, create website content, etc.

Minimum Qualifications:

- An associates degree or equivalent two years of post-secondary education, or relevant job experience
- Must have valid drivers license

Preferred Skills/Experience:

- Familiar with digital photography, Adobe Photoshop, image editing
- Gallery, retail, or merchandising experience a plus
- Familiar with social media, e.g. Facebook and Instagram
- Education or experience (hobby or professional) in visual arts

Required Tasks:

Visual Arts Exhibitions and Galleries

- Hanging and display of artwork
- Packaging & shipping artwork

- Painting and patching walls
- Assist with exhibition layout and design
- Coordinating/communicating with artists
- Artist contracts
- Creating labels and signage
- Inventory management
- Assists with opening receptions and special events

Artist Markets and Fairs (2-3 per year)

- Manages contracts with facilities and vendors
- Sets up calls for artists
- Artist contracts
- Coordinating volunteers
- Manages inventory
- Booth layout
- Coordinating/communicating with artists
- Assembles artist packets

Retail Shop

- Works with committee to select featured artists
- Coordinates and communicates with artists
- Maintains inventory records
- Layout and organization
- Works with Consign Cloud / Shopify e-commerce platforms

Education Support

- Prepares rooms for classes (tables, chairs, wastebaskets, coffee, etc.)
- Assist in preparing art supplies and stock / ordering
- Supports the Education Director and guest instructors

Compensation: Hourly position, starting at \$16-\$18/hour

To apply:

Email a cover letter and resume. *Applicants from a variety of experience/education backgrounds will be considered. In your cover letter, please connect how your experience relates to the position. Applicants without a cover letter will not be considered.* **Email materials to:**

Kristi Wodek, Education and Outreach Director
Crooked Tree Arts Center
kristi@crookedtree.org

For more information, visit www.crookedtree.org.