



PART-TIME ADMINISTRATIVE ASSISTANT

OVERVIEW:

Fractured Atlas is seeking a part-time Administrative Assistant (20 hours per week). This position will provide administrative support for all of our core programs and services and for the organization overall. It is an entry-level position and involves a great deal of front-line customer service.

The successful candidate will be incredibly personable, have a cheerful disposition, a sense of humor; possess an incredible amount of patience, particularly as it relates to explaining the same information multiple times; and, be able to operate and respond in a rapid-fire environment while still remaining calm and collected.

MAJOR DUTIES & RESPONSIBILITIES:

- General office duties:
 - Front-line office reception, phone and customer service,
 - Order office supplies; Assist in maintaining office environment,
 - Process outgoing & incoming mail,
 - Handle deliveries and messenger services
- Assists members and public with basic programmatic and organizational inquiries.
- Limited program-related responsibilities include:
 - Process payments,
 - Approve event listings on community calendar,
 - Process donations and fund release checks,
 - Process member applications to Materials for the Arts and Costume Collection,
 - Assist members with development grant applications, online courses and international artist visas
- Carry out special projects as they arise

QUALIFICATIONS:

- Bachelors Degree or equivalent required.
- First-hand experience working in any artistic discipline is strongly preferred.
- You must be comfortable working in a fast-paced environment and able to adapt to frequent, rapid changes.
- The successful candidate will demonstrate the following attributes:
 - Self-motivated,
 - Creative problem solving skills,
 - Excellent verbal and written communication skills,
 - An ability to give exceptional customer service when presented with challenging situations,
 - A strong attention to detail,
 - Well organized and the ability to manage responsibilities independently
- Must be able to work 10AM-2PM or 2-6PM.
- Proficiency with Word, Excel, and experience with web-based software required – knowledge of Quickbooks is a plus. Previous experience with sophisticated information technology systems and arts administration is a plus.



Liberate the Artist

SALARY:

Starting pay is \$16/hour for a total of 20 hours per week (\$320/week). While the Fractured Atlas office is a quick-paced and rapid-fire environment, we also strive for it to be a friendly and supportive office. Fractured Atlas is an equal opportunity employer.

TO APPLY:

To be considered for the position, please email the items below in one PDF-formatted file with your name as the filename to Tim Cynova, Deputy Director at jobs@fracturedatlas.org. Include "Administrative Assistant" as the email's subject line.

1. A substantive cover letter including the following information: your interest in the position and the organization, the date you are available to start and contact information for two professional references.
2. A résumé no longer than 2 pages outlining your educational and professional experience.
3. Writing Challenge: In your own words, please tell us in no more than 25 words what it is that Fractured Atlas does. Be creative.

Incomplete submissions will not be considered nor will submissions sent via postal mail or fax. **No calls please (we mean it).** Thank you!

Prospective applicants are strongly encouraged to review our website at www.fracturedatlas.org prior to submitting materials for consideration.

POSTING DATE: May 1, 2010. Deadline for submissions is June 1, 2010.

ABOUT FRACTURED ATLAS

Fractured Atlas is the nation's largest non-profit arts service organization with a multi-disciplinary membership of over 12,000 independent artists and arts organizations hailing from all 50 states. Its core service areas include healthcare, fiscal sponsorship, the nation's only arts liability insurance program, professional development, and advocacy. Through the Fractured Atlas Open Arts Network, arts organizations nationwide can partner with Fractured Atlas to provide their nearly 100,000 constituents with access to affordable healthcare and other benefits, at no cost to the partner or its members. In December 2009, with the assistance of The Andrew W. Mellon Foundation and Doris Duke Charitable Foundation, Fractured Atlas began developing ATHENA, an open-source software platform for the cultural sector, beginning with an open-source ticketing software application called ATHENA Tix.