ADMINISTRATIVE ASSISTANT

OVERVIEW
Fractured Atlas is seeking a full-time Administrative Assistant. 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:
  o Front-line office reception, phone and customer service,
  o Order office supplies; Assist in maintaining office environment,
  o Process outgoing & incoming mail,
  o Handle deliveries and messenger services
• Assists members and public with basic programmatic and organizational inquiries.
• Limited program-related responsibilities include:
  o Process payments,
  o Approve event listings on community calendar,
  o Process donations and fund release checks,
  o Process member applications to Materials for the Arts and Costume Collection,
  o 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:
  o Self-motivated,
  o Creative problem solving skills,
  o Excellent verbal and written communication skills,
  o An ability to give exceptional customer service when presented with challenging situations,
  o A strong attention to detail,
  o Well organized and the ability to manage responsibilities independently
Proficiency with Word, Excel, and experience with web-based software required. Previous experience with sophisticated information technology systems and arts administration is a plus.

**SALARY**
Starting salary is $35,000. Benefits include health insurance, employer-contributed 401K plan, TransitChek, tuition reimbursement, vacation, sick and personal days, and a casual but hard-working, friendly and supportive office environment. 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 and original 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.

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**

**ABOUT FRACTURED ATLAS**
Fractured Atlas is the country’s largest arts service and advocacy organization, reaching a network of more than 250,000 artists and organizations in all 50 states and all 435 congressional districts. Dedicated to empowering artists with the support they need to work effectively and thrive, Fractured Atlas provides funding, insurance, technology, education, and other services critical to building sustainable careers and organizations. Fractured Atlas is also an industry leader in leveraging technology to address the challenges facing independent arts organizations, from creating an online search and booking service for local rehearsal, performance, and studio space to developing a state-of-the-art data visualization tool of national and regional arts ecosystems. Founded in 1998, Fractured Atlas is headquartered in New York City.