

Delray Beach Community Redevelopment Agency (CRA)

Job Description Form

Job title: Reception/Gallery Assistant/Paraprofessional

Location: 313 NE 3rd Street Delray Beach, FL 33444

Reports to:

Title: Arts Warehouse Manager

Level/Grade:

Pay Range:
\$ 13-18 per hour

Type of position:

- Full-time
- Part-time
- Contractor
- Intern

Hours: average 20-25/week

- Exempt
- Non-exempt

General Description:

Perform a broad range of administrative functions allowing the Arts Warehouse to operate efficiently, such as reception duties, information and data processing, gallery installs, special event preparation, scheduling, document reproduction, records management, and various tasks as assigned.

Duties & Responsibilities:

- Carries out the day-to-day program administration of the front desk including reception duties, phone calls, emails, social media;
- Answers queries from residents, visitors, public officials and the general public and refers them to the appropriate contact for further information
- Provides administrative assistance to the Arts Warehouse Manager and Assistant
- Keeps appointment, programs and events calendars and schedules appointments
- Maintains facility inventory
- Types using PC-based word processing software and processes letters, forms, reports, schedules and related paperwork.
- With direction from the Arts Manager, responds to customer inquiries;
- Disseminates information regarding art center programs/events;
- Registers customers for art classes and activities both in person and by mail;
- Assist with program administrative duties as assigned
- Updates and proofs portions of the Arts Warehouse social media/marketing materials and related documents;
- Data entry of art programs and Artist in Resident information;
- Preparation of rooms for programs, rental and special event activities;
- Assists in the preparation and execution of exhibitions, special events and art projects.
- Light custodial duties in the absence of custodian; other related duties as assigned.
- Other duties as assigned

Education, Skills & Experience Requirements:

- High school graduate or possession of an acceptable equivalency diploma with a minimum of three (3) years experience; visual arts and college experience highly desirable
- Ability to communicate well both orally and in writing
- Ability to keep track of and manage multiple tasks
- Ability to interact well with others and represent the CRA and Arts Warehouse positively on the phone and in person
- Knowledge of MS Office Systems.
- Must have own vehicle and valid driver's license
- Must be available to work evenings/weekends and have flexible schedule
- Must be able to lift 50 lbs., bend, stretch, stand for extended periods of time, climb stairs, reach, twist, sit, walk, and/or run.

Reviewed by:

Title: CRA Executive Director

Approved by:

Title: CRA Executive Director

1/2/2018

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