

BRENTWOOD ART CENTER

Hiring Full Time Administration and Communications Assistant

The [Brentwood Art Center](#) (BAC) is a beloved, bustling, nonprofit community-based art school that has provided fine arts instruction to students of all ages and abilities since 1970. BAC is hiring a full-time **Administration and Communications Assistant** to join our dynamic team.

Position: The administration and communications assistant helps run the front office, supports daily operations, designs flyers, website and social media graphics, prepares exhibition labels, and manages the art center's Facebook and Instagram social media accounts @brentwoodart.

All candidates must be available to work on Saturdays 9-5. Please DO NOT apply unless you are available to work Saturdays in perpetuity.

Office duties:

The administration and communications assistant serves as the face of BAC. Daily duties including answering phones, assisting students and answering questions at the front desk, data entry and managing class reservations (in an ASAP computer database), supporting teachers with art supplies and other requests as needed, greeting visitors when they enter the school, and assisting volunteers. Front office staff are expected to gain a thorough understanding of our classes, teachers and curriculum to answer student questions about classes and guide potential students into a class that best fits their interests and needs. This is a unique position that requires a flexible nature and a willingness to do a wide variety of tasks.

Graphic design / photography:

The administration and communications assistant will have proven graphic design skills to create flyers for workshops, graphics for the website, social media and Mailchimp eblasts, and exhibition labels. Candidates should be proficient in using common design software including Photoshop, InDesign or Canva. The candidate should be a talented and enthusiastic photographer.

Social media:

Communications responsibilities include managing the art center's Facebook and Instagram accounts @brentwoodart. The administration and communications assistant will be expected to prepare unique content (videos, photos, stories, or student reposts) and write copy for 3 posts per week on Instagram, 2-3 Instagram Stories per week, 2 Facebook posts per week, and create Facebook events for workshops.

Our ideal candidate is recent grad or graduate student in arts or design, arts education administrator, or art enthusiast who is very outgoing, friendly, smart, and positive. We are looking for professionals who are reliable with a can-do attitude who enjoy problem-solving

and providing excellent customer service in a busy office environment. We are seeking someone who wants a stable job and plans to stay in the position for 1-3 years.

Required skills:

- Excellent customer service abilities and proven track record working with the public.
- Design skills including proficiency with Photoshop, InDesign or Canva. Photography skills.
- Excellent writing and communication skills, and phone etiquette.
- Organized with the ability to multitask. Ability to take the initiative.
- Strong computer skills are a must, familiarity with MailChimp is preferred.
- Strong social media skills. Experience using Instagram and Facebook required.
- Interest and experience in the visual arts.
- 1-2 years of outstanding customer service experience or comparable experience.

Personality traits:

- A cheery, outgoing, customer-oriented personality.
- Easy going and cooperative personality.
- Love of art and creativity.
- Must be reliable and stable.
- Can do, positive attitude.
- Sense of humor.

Perks:

- BAC offers group medical health insurance, dental and vision, 10 vacation days, and approx. 12 paid holidays.
- Free art classes and workshops for you and your dependents depending on space and class availability.
- A very supportive team and a kind supervisor.
- The opportunity to work in a creative environment with low turnover and good morale.

Required hours: The applicant must be able to work on Saturdays. Please do not apply unless you are available to work on Saturdays in perpetuity. We have varying 8-hour shifts available between 9 a.m. and 8 p.m., Monday-Saturday.

Location: The Brentwood Art Center is located at 13031 Montana Ave. at 26th Street.

Salary: Starting salary is \$16 per hr.

When: Available immediately. Our goal is to hire someone by mid-June.

To apply: Please send an email with the subject line "Administration and Communications Assistant" with a cover letter and a resume to careers@brentwoodart.com.

NO CALLS. Candidates who call to check on the status of their application will be disqualified.

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About the Brentwood Art Center: The Brentwood Art Center cultivates creativity and encourages self-expression. The tradition of the BAC is to uphold high aesthetic standards in an environment that is sensitive to the needs of the individual and to the dynamics of the group. The optimum artistic development of each person is our ultimate goal. Our students thrive in a supportive atmosphere. Within a curriculum of drawing, painting, sculpture, ceramics and mixed media, our experienced staff focuses on the duality and the integration of process and product, concept and skill, creativity and structure. The school is anchored in the belief that learning about and creating art is a joyful experience. This philosophy in turn creates an opportunity for students to explore and investigate and it enables each student to acquire fundamental skills and advanced concepts. The teachers and administrators at the school strive to always be positive and encouraging with critiques that are constructive and appropriate to the level or age of the student artist. Concentration skills, eye-hand coordination, and problem solving techniques are all developed as each student is provided the opportunity to enjoy a rich and meaningful art education experience.