

Pratt Fine Arts Center is a nonprofit arts education and resource center located in Seattle and founded in 1976. Pratt serves over 3200 students and over 500 working artists each year in the areas of glassblowing, cast glass, flameworked glass, metal sculpture, bronze casting, stonecarving, jewelry and metalsmithing, woodworking, printmaking, painting and drawing. For more information or to download a course catalog, visit [www.pratt.org](http://www.pratt.org).

Pratt Fine Arts Center is currently seeking qualified applicants for the following position:

## Employment Offer at Pratt Fine Arts Center

**Job Title:** Evening Administrative Assistant

**Compensation:** \$11.00 per Hour

**Structure:** Evening Administrative Assistant is a part-time, 4.75 hours per week position that reports to the Front Desk Manager. The position will consist of Saturday evening shifts and may require some additional shifts. This position is non-benefited.

**General Duties:** The Evening Administrative Assistant performs public reception and information functions, and supports a variety of administrative efforts. This position works closely with the Front Desk Staff, the Business Director and in support of the Educational, Development and Technical Staff.

### Responsibilities:

#### Reception and Resource Center

- Provide a welcoming environment for all visitors.
- Answer and direct incoming calls.
- Provide initial information about Pratt to the public, potential students, studio artists, and volunteers. Answer general questions about classes, facilities programs and galleries.
- Troubleshoot problems that staff and students may have and/or direct them to appropriate person(s).
- Receive, direct, and complete paperwork, e.g. registrations, donations, memberships, studio payments, etc.
- Accept and complete or direct incoming registrations and all payments received in-person or via mail.
- Direct visitors to appropriate staff and inform visitors of basic safety rules.
- Schedule access orientation and testing appointments.
- Give tours of Pratt's studios and facilities.

### **Office and Administrative Support**

- Ensure that forms, catalogs, copier paper and office supplies are stocked.
- Keep lobby and front desk areas clean.
- Create studio access cards and maintain studio rental appointment book.
- Maintain office bulletin boards.
- Communicate with work study to make sure Front Desk is always staffed.
- Troubleshoot office equipment such as the photocopier, fax machine, and postage meter.
- Support development, administrative and education staff in mailings, proofreading, filing, and other tasks, as assigned.
- Print and distribute class lists and waiver forms.

### **Qualifications:**

- Strong customer service skills
- Competency with Microsoft Office Suite
- File Maker Pro or other data base software proficiency
- Punctuality and reliability
- Ability to learn registration and payment software
- Attention to detail
- Arts background preferred

**Special Abilities:** Communicate effectively both orally and written. Ability to be trained on the job quickly, efficiently, and accurately. Ability to keep a positive demeanor under sometimes stressful work environment, with an ability to adapt to an evolving organizational structure.

Resumes may be sent to Julie Custer, Front Desk Manager at [jcuster@pratt.org](mailto:jcuster@pratt.org)  
Candidates must apply by **February 8th, 2010** to be considered for this position.