



Title	Administrative Assistant
Department(s)	Admin/Front Desk
Reports to	Office Manager
FTE	Part-time/On-call, \$22/hr.
Schedule	Weekend shifts; evenings. On call; shifts scheduled as needed.

Job Description

The Part-Time Administrative Assistant performs public reception and information functions and supports various administrative efforts. This position works closely with the instructors, staff, and students to ensure classes operate smoothly and efficiently.

Pratt Fine Arts Center is an equal opportunity employer and is committed to diversity, equity, and inclusion. Preferred candidates will be able to demonstrate an understanding of systemic oppression and the ability to apply an anti-racist lens to all work at Pratt. Black, Indigenous & People of Color (BIPoC) are encouraged to apply.

WORK ENVIRONMENT & SCHEDULE

- This role requires being on-site during schedule shifts
- This role requires a mix of independent work and collaboration with staff and instructors.
- Flexible work schedule, if communication is maintained with other staff and leadership.
- Approximately 10-15hrs/week with opportunities to pick up additional shifts
- Shifts are scheduled in blocks of 4- or 6-hour shifts.
- On call shifts, Evening shifts, morning shifts, and weekend shifts.
- This role involves light physical activity, including lifting, stocking facility supplies + commuting between buildings between campus for tours/facility needs.
- Employees work with the Office Manager to review performance through timely and professional communication with staff, instructors, students, and studio-access users

Minimum Qualifications

- Strong customer service skills
- Experience or showcasing aptitude with database proficiency, writing, and verbal communications
- Punctuality, reliability, and availability to cover on occasion
- Competency with Microsoft Office Suite
- Ability to work with diverse populations in a collaborative work environment

Duties and Responsibilities

Reception and Resource Center

- Provide a welcoming environment for 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 inquiries that staff, students, and instructors may have and/or direct them to appropriate person(s).
- Receive, direct or process paperwork, e.g. registrations, donations, memberships, studio payments, etc.
- Direct visitors to correct staff and inform visitors of basic safety protocols.
- Coordinate access appointments and logins for new users.
- 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 area clean.
- Assist Office Manager with Block Production and other tasks.
- Maintain office file cabinets, folders, and supplies.
- Troubleshoot office equipment such as the photocopier, fax machine, and security cameras.
- Support development, administrative and education staff in mailings, proofreading, and other tasks, as assigned.

Preferred Qualities

- Strong people skills
- Familiar with Pratt + surrounding neighborhood
- Open + flexible schedule
- Arts background preferred
- Sense of humor
- Capacity to work independently
- Previous work in nonprofit/small organizations with a community focus

Application Requirements

Please send a cover letter outlining your interest and qualifications, and your commitment to diversity, equity, and inclusion, as well as a resume and three references to Pratt's Office Manager, Dion Buchanan (he/him/they/them) at dbuchanan@pratt.org.

Application Deadline

Open until filled.

Questions

Contact Dion Buchanan; Office Manager – dbuchanan@pratt.org.

Pratt Fine Arts Center is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, political affiliation or veteran status in employment, membership or educational programs and activities. Furthermore, Pratt Fine Arts Center is committed to retaining a racially diverse team. Black, Indigenous, & People of Color (BIPoC) are encouraged to apply.