



Part Time Arts in Education Assistant

10-15 hours per week; \$25 per hour. No benefits. Currently fully remote with potential for hybrid. This contractor position is supported through a grant from RISCA to the Rhode Island Alliance for Arts Education.

Description:

The Education Assistant will provide general assistance to the Arts in Education Program at the Rhode Island State Council on the Arts. The Assistant will perform a variety of noncomplex, general clerical, and/or office support duties, and will report directly to RISCA's Arts in Education Program Director.

Duties and Responsibilities:

- Sorts, files and maintains programmatic organizational systems.
- Types forms, memoranda, and other copy material.
- Checks and compares data for accuracy and completeness.
- Gathers specified information and compiles routine reports.
- May enter data into computer system.
- Performs related job duties as required.

Hours, Location, Pay

\$25 per hour, 10-15 hours per week as needed, not to exceed 600 hours over the life of the contract. This is an independent contractor position with the Rhode Island Alliance for Arts Education; no benefits are offered. Use of one's own technology preferred. Currently fully remote - all meetings, trainings, and events are currently virtual. Assistant will play an active role in deciding if and when to transition any portion of the work to in person or hybrid – but working remotely will always be an option. Schedule is flexible, and hours will be agreed upon monthly in consultation with Arts in Education Director.

Required Qualifications

- Strong written and verbal communication skills, proactive communicator, comfortable making phone calls
- Comfort level with facilitating meetings.
- Self-driven and able to problem solve.
- High school graduate, GED, or equivalent.
- One year of office experience preferred. Typing ability may be tested if required.
- Basic computer proficiency, including ability to learn and use programs like: Zoom; Microsoft Teams; Eventbrite; and Facebook.

- Live in Rhode Island and be a legal resident of the United States with a tax id number (either Social Security number or an Individual Taxpayer Identification Number). This includes refugees, immigrants, and temporary residents. This does not include people in the country on a tourist visa. Preferred Qualifications

How to Apply/Timeline

Send a resume and cover letter to Maggie.Anderson@arts.ri.gov by the end of the day, September 10, 2021. Contact Maggie Anderson, RISCA's Arts in Education Program Director, with questions via email (no phone calls, please). Interviews will be held between September 16 and September 24, 2021 via Zoom. Start date is flexible but must be before November 2021.