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| Title | Administrative Assistant |
| Department(s) | Admin/Front Desk |
| Reports to | Office Manager |
| FTE | Part-time, Weekend shifts, \$20/hr. |

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.

Structure

The weekend afternoon and evening administration position is part-time, about 10 to 14 hours per week, reporting to the Office Manager. The position will have two 5-hour shifts on weekends and present opportunities for additional shift coverage. The position pays \$20/hr.

Minimum Qualifications

- Strong customer service skills
- Database proficiency, problem-solving
- Punctuality, reliability, and availability to cover on occasion
- Competency with Microsoft Office Suite
- Arts background preferred

Duties and 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, 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 appropriate staff and inform visitors of basic safety protocol.
- 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.

Pratt Fine Arts Center does not discriminate in hiring, membership, and provision of services regarding race, color, sex, marital status, sexual orientation, political ideology, age, creed, religion, ancestry, national origin, or presence of sensory, mental, or physical disability.

Preferred Qualities

- Strong people skills

- Familiar with Pratt + surrounding neighborhood
- Open + flexible schedule

Please send resume and cover letter to:

Dion Buchanan, Administrative Manager

dbuchanan@pratt.org

Pratt Fine Arts Center

1902 South Main Street

Seattle, WA 98144

Pratt.org

Application Deadline: May 15th, or until the position is filled.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities or as needed.

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.