

# centrum

creativity in community

## CENTRUM Job Description

**JOB TITLE:** Residency & Artist Projects Program Assistant

**JOB STATUS:** Part-time, Non-Exempt (10-15 hours a week, January-June, August-December)

**REPORTS TO:** Program Manager, Artist Residencies

**PAY RANGE:** \$20.00 - \$25.00/Hour

### Overview

Work closely with the Program Manager to welcome and support artists, writers, dancers, and multi-disciplinary residents as part of the Artist Residency Program.

### Essential Functions

#### *Program Administration*

- Check-in weekly with Program Manager to go over needs for the week and strategize for future programming.
- Support administration of calendar, invoicing, and preparing keys and welcome packets for residents each week.
- Support coordination of weekly coffee meet-ups and gatherings with residency cohorts and help cultivate community among the residents
- Help maintain and check inventory for cabins and resident pantry/tool library
- Help drive residents (using Centrum Vans) and provide transportation support for those without cars
- Support Program Manager in co-creating and coordinating details for site-specific artist projects and experimental exhibition planning.
- Support Program Manager with the submission review process.
- Provide on-call support to residents when Program Manager is not available.
- Provide more intensive support during October for the Emerging Artist Residency Program
- Troubleshoot any issues that arise in relationship to the program

### Other Duties

- Some weekends and evening hours required.
- Overall support of events at Centrum.
- Other duties as assigned and developed in collaboration with the Program Manager

### Qualifications

- Experience working with creative professionals or first-hand knowledge of residency/retreat programs

**CENTRUM JOB DESCRIPTION**  
**Residency & Artist Projects Program Assistant Page | 2**

- Working knowledge of Microsoft Office (Excel, Outlook, Word) and ability to learn online database programs (Submittable and Lodgix).
- Experience in hospitality, education, or an industry requiring a high degree of social interaction and support.
- Previous experience working in an arts organization highly desirable
- Access to transportation as needed and a good driving record, valid driver's license and insurance
- Ability to work on-site at least once a week. Some remote work is also possible.

**Core Competencies**

- Enthusiastic and excited about supporting creative professionals
- Proactive and responsive to needs as they come up
- Strong organizational skills
- Ability to handle sensitive people situations with tact and flexibility as needed
- Ability to manage multiple tasks, meet deadlines, and change direction quickly if needed
- Excellent interpersonal skills; confidentiality; respect for creative process
- Good verbal and written communication skills

**Centrum Benefits**

Employees who have established an employment relationship with Centrum but work less than twenty (20) hours per week are considered Casual employees. Casual employees are not eligible for Centrum benefit programs with the exception of the Employee Assistance Program and the Centrum Retirement Plan based on plan eligibility requirements. They will accrue sick time based on Washington state's Paid Sick Leave law (RCW 49.46.210). Casual employees are also eligible for participation in Centrum workshops with waived tuition, depending on the available space in the workshop.

**Programs Assistant**  
**PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS**

The following identifies the typical physical demands and potential hazards typically encountered by this position. The information is necessary in part to ensure compliance with the Americans with Disabilities Act and the OSHA Blood borne Pathogens Standards. These can reasonably be anticipated in the normal and customary performance of the essential functions of your work, and may be adapted to reasonably accommodate a disability as defined by the ADA.

- NA:** Not applicable, not required of this position.
- NE:** Requirement is present, but is not essential to the position.
- O:** Occasional, up to 33 percent of the time and essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim.)
- F:** Frequent, 34-66 percent of the time.
- C:** Continuous, over 66 percent of the time.

	<b>NA</b>	<b>NE</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting			X		
Walking				X	
Standing			X		
Running	X				
Bending or twisting			X		
Squatting or kneeling			X		
Reaching above shoulder level			X		
Climbing (e.g. stairs, ladders)			X		
Driving cars, light duty trucks			X		
Driving heavy duty vehicles	X				
Repetitive motion of hands/fingers		X			
Grasping with hand, gripping			X		

**CENTRUM JOB DESCRIPTION**  
**Residency & Artist Projects Program Assistant Page | 4**

	<b>NA</b>	<b>NE</b>	<b>O</b>	<b>F</b>	<b>C</b>
Lifting/carrying 10-25 pounds			X		
Lifting/carrying 26-50 pounds	X				
Lifting/carrying more than 50 pounds	X				
Pushing/Pulling		X			
Using Foot Controls	X				
Work in/exposure to inclement weather			X		
Work in/exposure to cold water	X				
Exposure to dust, chemicals or fumes	X				
Work/live in remote field sites	X				
Use of hazardous equipment (e.g. guns, chainsaws, explosives)	X				
Swimming, scuba diving	X				
Work at heights (e.g. towers, poles)	X				
Exposure to infection, germs or contagious diseases		X			
Exposure to blood, body fluid, or potentially contaminated materials		X			
Exposure to needles or sharp implements	X				
Use of hot equipment (e.g., ovens)	X				
Exposure to electrical current	X				
Seeing objects at a distance		X			
Seeing objects peripherally		X			
Seeing close work (e.g., typed print)		X			
Distinguishing colors		X			
	<b>NA</b>	<b>NE</b>	<b>O</b>	<b>F</b>	<b>C</b>

**CENTRUM JOB DESCRIPTION**  
**Residency & Artist Projects Program Assistant Page | 5**

Hearing conversations or sounds				X	
Hearing via radio or telephone		X			
Communicating through speech				X	
Communicating by writing/reading				X	
Distinguishing odors by smell		X			
Distinguishing tastes		X			
Exposure to wild/dangerous animals	X				
Exposure to insect bites or stings		X			
Work/travel in boat/small aircraft	X				
Exposure to aggressive/angry people		X			
Restraining/grappling with people	X				
Other:					
Other:					

Items checked above must be consistent with tasks listed.

**Are there any other physical or mental requirements of this position not addressed above?**

I have read and understand the physical requirements and potential hazards of this position and am able to perform the physical requirements as stated above with or without reasonable accommodation.

\_\_\_\_\_

Employee Signature

\_\_\_\_\_

Date