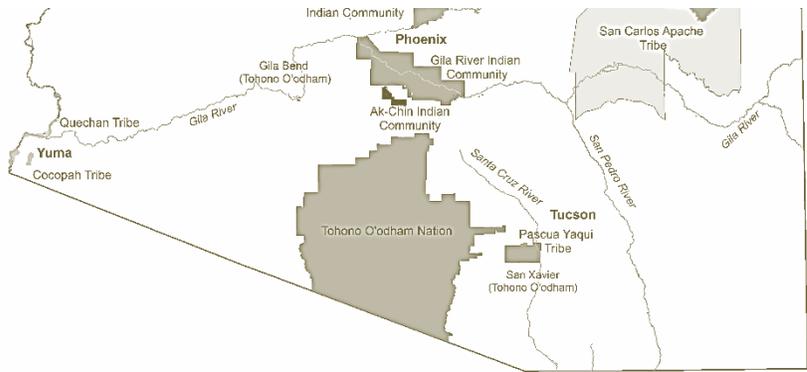


Arts Foundation for Tucson and Southern Arizona



Administrative Assistant

Job Title: Administrative Assistant
FLSA Status: Non-Exempt; Full Time
Salary Range: \$20 per hour (equivalent to \$41,600 annual), with benefits
Job Reports To: Executive Director
Tucson Location: Offices located at 525 N. Bonita Avenue, Tucson, Arizona 85745. Onsite and remote work.

Apply online: <https://artsfoundtucson.submittable.com/submit/271017/arts-foundation-job-application-portal>
Upload a resume detailing your relevant talents and experience. Complete the application that describes your interest in the position; your motivation to work with the Arts Foundation; your lived and learned experience working toward diversity, equity, and inclusion. The information in your narrative questions are critical to evaluating your candidacy for this position. We encourage you to be thoughtful and purposeful in the construction of your letter.

Arts Foundation for Tucson and Southern Arizona is an equal opportunity employer. We strive to create an inclusive and equitable workplace. We encourage applications from people of all backgrounds. **Open until filled. Applications received before September 1, 2023 will be given priority.**

Job Summary

The **Administrative Assistant** works collaboratively with all staff to support the mission of the Arts Foundation for Tucson and Southern Arizona (Arts Foundation) and represent its values when interacting with constituents. This position is a key link in supporting the efficient and smooth day-to-day operations of the organization.

ESSENTIAL FUNCTIONS

1. Provide support to the Executive Director, including scheduling meetings, phone calls, travel arrangements, and event coordination.
2. Perform general administrative duties: draft communications, manage mailings, customer service, prepare reports, and maintain appropriate filing systems.
3. Perform data entry, monitor bookkeeping, track adherence to a budget, record expenses, and deposit checks in accounts.
4. Manage office duties: order supplies, troubleshoot technology problems, and coordinate with outside vendors for services/repairs.
5. Provide support to the Board of Directors: schedule, prepare and host meetings, gather and distribute board materials.
6. Provide support to the Public Art and Community Design Committee: schedule, prepare and host meetings, gather and distribute board materials.
7. Special projects and other tasks as assigned.
8. Contribute to the visibility of the organization by representing Arts Foundation at events.
9. Bring ideas from events, meetings, etc. back to the organization to contribute to our on-going effort to understand and support constituents in Southern Arizona.

QUALIFICATIONS

The **Administrative Assistant** plays a critical role interacting with stakeholders, Arts Foundation staff, board, and representatives from the City of Tucson, Pima County and throughout Southern Arizona, as well as national partners, media and funders. We are looking for an experienced administrator who is a creative thinker with strong problem-solving skills, a mature interpersonal style with the ability to interact well with a diverse range of people. A successful candidate will possess understanding and commitment to the Arts Foundation's mission and vision which centers the values of diversity, equity and inclusion.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Please note this job advertisement is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

1. Experience: Equivalent to 2-3 years' experience in -or closely related to- arts program administration and evaluation, with knowledge of general nonprofit management.
2. Attributes:
 - Proficiency with Microsoft Office, Word, Outlook, PowerPoint, Excel. Willingness to learn other online management platforms such as Calendly, Sharepoint, Salesforce, Dext, Submittable, Airtable and Zoom.
 - Database or collections management experience.
 - Demonstrated ability to manage details of various projects, build rapport and work diplomatically with the public, as well as represent the Arts Foundation in a professional manner.
 - A commitment to listening, creating space for diverse perspectives, and the pursuit of inclusive and just outcomes.
 - Ability to communicate at all levels effectively and tactfully, create trusted partnerships and demonstrate strong interpersonal skills.
 - Knowledge of various artistic disciplines- customary, contemporary and evolving aesthetic expressions preferred.
 - Experience incorporating the perspectives of multiple communities and multiple artistic expressions in step with the Arts Foundation's commitment to Diversity, Equity and Inclusion.
 - Experience or interest in government policy preferred.
3. Work Environment: While performing the duties of this job, the employee is regularly required to sit. The employee is occasionally required to stand, walk, and talk or hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate. Non-smoking environment. The work requires being comfortable working in a politically sensitive environment with multiple priorities and tight deadlines which will require work outside of regular business hours. Some moderate lifting (up to 25 pounds) may be required on an occasional basis.
4. Must possess valid driver's license and driving record which is acceptable to the organization's insurance carrier.

Arts Foundation for Tucson and Southern Arizona Mission

The mission of the Arts Foundation for Tucson and Southern Arizona is to advance artistic **expression**, civic **participation, and equitable economic growth** of our diverse community by **supporting, promoting, and advocating** for arts and culture in our region.

Vision

Vision for Diversity, Equity, and Inclusion in our work. Through forward-thinking accountable leadership, the Arts Foundation for Tucson and Southern Arizona works **to affect systemic change that fosters an accessible, diverse, inclusive, and equitable local arts community.**

Purpose

The Arts Foundation for Tucson and Southern Arizona is a 501(c)3 nonprofit and funding agency. As the designated local arts agency, the Arts Foundation provides arts and cultural development services through **direct funding, technical assistance and professional development** opportunities throughout Southern Arizona and **manages the public art** process for the City of Tucson and Pima County. The Arts Foundation provides support to individual artists, collectives and arts organizations, while advocating for the creative workforce and equitable access to the arts on a local, state and national levels.

Community

Prior to 2016, the mission and services of the Arts Foundation for Tucson and Southern Arizona (AFTSA) focused solely on Tucson and Pima County. Today, AFTSA's service area resides between sets of historical, political and geological boundaries including 372 miles along the US Mexico international border in the south, and along the 590 mile stretch of the Gila River which flows west from the New Mexico border to the Colorado River. We acknowledge the land where we live and work is the traditional territory of seven tribal nations, including Quechan Tribe, Cocopah Tribe, Tohono O'odham Nation, Pascua Yaqui Tribe, Ak-Chin Indian Community, Gila River Indian Community, San Carlos Apache Tribe. AFTSA serves all counties that reside south of the Gila River, including Pima, Yuma, Santa Cruz, Cochise, and parts of Graham, Greenlee, Maricopa and Pinal.

Funding

The Arts Foundation for Tucson and Southern Arizona is funded by the City of Tucson, Pima County, and additional awards for which we apply. Currently, we are receiving additional funding from the Arizona Commission on the Arts and the National Endowment for the Arts.

History

In 1971, a group of citizens came together to form the Tucson Council on the Arts; and organization to serve as a catalyst and information resource for cultural development. The year 1984 marked the establishment of the Tucson Pima Arts Council (TPAC) as the arts council for the City of Tucson and Pima County, "the principal mechanism through which arts and cultural activities will be planned and carried out within the metropolitan area." In 2016, the Board of Directors voted to change the name of TPAC to The Arts Foundation for Tucson and Southern Arizona. This name change reflects the vision of the agency as one that serves a community and region rich in culture and committed to supporting the arts in both the public and private sectors.