

Subject **Space One Eleven Offers a Part-Time, Temporary Employment Position**

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SPACE ONE ELEVEN ARTS CENTER

Space One Eleven Offers a Part-Time, Temporary Employment Position Arts Education Program Assistant

Job Overview

SOE seeks a Program Assistant to work closely with staff in the arts education program. The environment is congenial and creative, and the work is meaningful and challenging.

This is a part-time, temporary position consisting of 15 hours per week. The position will begin as soon as possible and will end in spring 2023.

About Space One Eleven

Founded in 1986, Space One Eleven's mission is to provide professional opportunities for artists, create a forum for public understanding of contemporary art, and offer arts education to area youth.

Space One Eleven showcases contemporary exhibitions and promotes social justice through the visual arts. Space One Eleven's rigorous afterschool art classes and summer art camps serve youth in grades 2 through 12. Space One Eleven also offers art classes in public schools, and workshops for adults in its downtown studios.

Job Accountabilities

- Correspond with parents and teaching artists
- Process student registrations
- Maintain art studios, equipment, and supplies
- Market the program
- Maintain physical files and database

Essential Requirements

- At least one full year of experience working in a professional office environment
- Be proficient with MS Office Suite
- Possess excellent written and verbal communication skills
- Be highly organized with attention to detail
- Be able to comfortably lift 50 pounds
- Have access to a personal vehicle for transportation.
- Have a commitment to Space One Eleven's mission and values of social justice and civil/human rights

Compensation

Pay rate: \$12 to \$15 per hour

Hiring Process

- We will read your cover letter and resume first. In your cover letter, please be sure to tell us why you are interested in this job and what makes you a strong candidate.
- We will review applications on a rolling basis until the position is filled.

Email resume with cover letter to: Applications@SpaceOneEleven.org.

Please include “Team Member Application-AEPA” in the subject line.

NO PHONE CALLS PLEASE.

Space One Eleven is an equal opportunity employer and strongly encourages applicants of all backgrounds.



Space One Eleven | 2409 2nd Ave. N., Birmingham, AL 35203

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