

## **Executive Assistant**

The Executive Assistant reports to the Executive Director and provides support for core activities of the St. Johns Cultural Council.

The Executive Assistant will assist with the creation, production, sustainability, and promotion of programs and activities that support and celebrate the arts and actively engage residents, artists, and visitors in St. Johns County to deepen their understanding of and engagement with all aspects of arts and culture.

Core programs include: St. Johns County Tourist Development Grants Program; St. Johns County Art in Public Spaces Program; ROWITA (Recognizing Outstanding Women in the Arts) Awards and Scholarship Program; State of the Arts Grant Program; Arts for All Grant Program; the annual Haiku Contest; various Waterworks programming (including the Gamble Rogers Concert Series); and other collaborations with local arts organizations and government entities. Responsibilities include, but are not limited to, the following:

- Serve as office administrator, maintaining regular office hours to serve constituents and ensuring that office is clean, organized and stocked with appropriate supplies. Maintain electronic and paper files / records of the Cultural Council. Provide support for Board meetings as requested by Executive Director.
- Provide support for programming at The Waterworks and the Cultural Arts Center at the St. Augustine Beach Hotel.
- Assist Executive Director and Associate Director with calendars and communications.
- Assist with preparation for and execution of Art in Public Spaces program.
- Provide administrative support for the annual Tourist Development Council, State of the Arts and Arts for All Grant programs.
- Provide administrative support for annual ROWITA Awards and Junior ROWITA fellowship programs.
- Provide support for program-related collaborations between arts organizations, County departments, private businesses and corporations, local business associations, neighborhood groups, and City departments.
- Regularly review Cultural Council websites and coordinate with the appropriate staff to provide updates so that the websites remain current.
- Compose and maintain correspondence with local artists and organizations participating in Local Arts Agency programs, including general communications, and manage ongoing maintenance and care of financial records, documents, and materials related to programs.
- Assist in preparation and distribution of promotional information and materials, including flyers, press releases, and digital communications related to Local Arts Agency programs.
- Coordinate all activities with Executive Director to ensure compliance with State and County policies and Cultural Council mission and goals.
- Support the recruitment and management of interns and volunteers who assist with the successful implementation of program goals, event production, marketing, and overall maintenance of program related information and databases.

## **MINIMUM REQUIREMENTS**

- Minimum of two years of experience as an administrative assistance or in a similar capacity, preferably in areas related to community based arts programming
- Excellent written and verbal communication skills and attention to detail
- Strong organizational skills and ability to accomplish multiple tasks, work under pressure, and meet deadlines
- Ability and willingness to participate in evening and weekend events and meetings
- Ability to work well with the public, private, and not-for-profit sectors
- Commitment to working with artists, city and county personnel, and members of the St. Johns County community
- Excellent computer skills required
- Degree in the arts, arts administration or related field preferred

## **PHYSICAL DEMANDS**

- Able to access, input and retrieve information from a computer.
- Comfortable with transporting, installing and de-installing art work; lifting, transporting and setting up equipment weighing up to 50lbs such as sound systems, movie screens, tents, etc.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

## **WORK ENVIRONMENT**

- Standard office environment, with minimum in-office hours from 10 am until 3 pm on three days per week.
- Moderate noise level as well as out of doors in a variety of weather conditions to transport artwork and items and for the production and execution of events.

**RATE:** Compensation for this part time (20 – 25 hours per week) hourly position will be \$18 to \$25 per hour, depending on experience.

**APPLICATION PROCEDURE:** Applicants should submit a resume and letter of interest by 8pm on the closing date via email to: [admin@historiccoastculture.com](mailto:admin@historiccoastculture.com).

**THE ST. JOHNS CULTURAL COUNCIL IS AN EQUAL OPPORTUNITY EMPLOYER.**