



Administrative Assistant – 18th Street Arts Center

Start Date: November or December 2022

[18th Street Arts Center](#) (18SAC) seeks an Administrative Assistant (full-time, on-site, permanent) to join our team of arts professionals. 18th Street Arts Center's mission is to provoke public dialogue through contemporary artmaking.

The Administrative Assistant is responsible for supporting 18th Street's deputy director and program directors with artist and vendor contract management, maintaining artist files in our project management system, processing check requests, and serving as the informational front desk person at the Propeller Gallery/Airport Campus.

Reports to: Deputy Director

Duties and responsibilities include but are not limited to:

- Greet and direct office/gallery visitors, answer the main office telephone system, respond to direct requests for information and/or forward messages to appropriate staff
- Prepare various documents and files for the organization
- Submit check and credit card requests for approval, and file documentation accordingly
- Draft artist agreements and track artist payment schedules
- Compile artist project files and enter them into our project management system in Smartsheets
- Schedule and coordinate staff and other meetings
- Write and edit documents; prepare communications, such as emails, invoices, contracts, MOUs and presentations
- Create and maintain computer filing systems
- Assist with research and cost comparisons for vendors to maintain cost effectiveness and quality, including technology and computer support
- Perform other duties and responsibilities as requested with a sense of humor and team spirit

Preferred qualifications:

- Knowledge of standard office administrative practices and procedures
- Three years or more of relevant administrative experience.
- Ability to work in hybrid office meetings on zoom and in person
- Previous experience with project management software
- Resonance with 18th Street Art Center's mission and vision
- Excellent people skills. Friendly, approachable, kind. Can understand, appreciate and communicate with people from all backgrounds and perspectives
- Excellent organizational skills (oral and written), flexibility, and the ability to excel at details, multitasking and working under pressure
- Excellent initiative, judgment and decision-making ability
- Ability to maintain confidentiality

Nice-to-have qualifications:

- Knowledge of or experience in contemporary art
- Experience with Smartsheets, Adobe Suite, Eventbrite, WordPress, barcode scanning software
- Fluent in Spanish

Work hours:

Full-time, on-site/in-person, 40 hours/week, able to work some weekends during 18SAC events.

Salary and benefits:

- \$50,000 – \$55,000 depending on experience
- Fully paid medical and dental insurance (no cost to the employee)
- Simple IRA plan, with employer match
- Two weeks of vacation, plus federal holidays
- Office is closed for holidays in late December

Deadline to apply:

Candidates who apply by **November 11, 2022** will be given priority consideration; position will remain after this date until filled.

To apply for the position:

Please upload the following documents to our application form here:

<https://app.smartsheet.com/b/form/a111fd5d1e284902bfe0831777de5954>

1. Cover letter
2. Current Resume
3. List of three professional references with contact information

Research shows that women and individuals from underrepresented backgrounds often apply to jobs only if they meet 100% of the qualifications. We recognize that it is highly unlikely that an applicant meets 100% of the qualifications for a given role. Therefore, if much of this job description describes you, then you are highly encouraged to apply for this role.

About 18th Street Arts Center

18th Street Arts Center (18SAC) is a hub for artistic innovation that actively nurtures the work of contemporary artists from all disciplines at various career stages. Through our multi-tiered residency program, exhibitions and cultural resource mapping, 18SAC supports artistic creation, innovation, collaboration, and growth.

18SAC is committed to supporting artists who empower others, make equitable places of community and reimagine oppressive structures. We honor solidarity with the marginalized and disenfranchised, and work to center traditionally decentered voices with a sense of humility.

18SAC was founded in 1988 on the belief that diversity is our greatest strength as a nation. We began with a diverse group of artists seeking to create an active, multicultural, brave space for artistic exploration. Many of our founding artists were engaged in dismantling various manifestations of oppression. Thirty years later, these values remain central to our core. As an international residency center, 18SAC believes that racial, cultural, ethnic, gender, ability, sexual

and language diversity in its program offerings, leadership, staff, and artists leads to greater community wellbeing and a more just, peaceful world. We work towards non-exploitative, sustainable processes and practices that reconnect us with the Earth and to one another.

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, gender, disability, religion/belief, sexual orientation or age.

18SAC is committed to sustainability, both in making business decisions and maintaining a healthy work-life balance for its employees.

18SAC is based in Santa Monica, CA. More information here: www.18thstreet.org