

## ADMINISTRATIVE ASSISTANT/OFFICE MANAGER

### Job Description

May 1 – August 5, 2022

<b>Department:</b>	Education & Community Programs/AileyCamp
<b>Salary:</b>	\$16.32/hour
<b>Working Hours:</b>	May 2 – June 10: part-time (50-70%), June 13 – August 5: 8am – 5pm, with some variability as necessary
<b>Supervisor's Title:</b>	Manager, Education and Community Programs
<b>Personnel Program:</b>	Personnel Policies for Staff Members (PPSM)

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### Introduction

**Cal Performances** presents and produces outstanding artists from the Bay Area, the United States, and around the world in performances and community programs that promote excellence, innovation, diversity, education, and community involvement, with the fundamental belief that the arts are vital to our society locally, nationally, and internationally.

AileyCamp is a nationally proven arts education program that uses dance as a vehicle for developing self-esteem, creative expression, and critical thinking skills among 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students (aged 11-14) from underserved communities. AileyCamp also provides exceptional dance training to middle school students from lower socioeconomic backgrounds. The project was inspired by the work of the late Alvin Ailey, internationally renowned dance artist, choreographer, and founder of Alvin Ailey American Dance Theatre.

### Responsibilities

#### **(90%) Administrative Support**

Assists AileyCamp's Director and Associate Director with all aspects of Administration, including fielding inquiries and directing calls; setting up and maintaining camp database and filing system; arranging supplies for faculty, staff, and AileyCampers, collecting daily attendance; communicating with parents about campers attendance and tardiness, requirements, permission slips, etc.; assisting with sensitive and sometimes confidential information; preparing correspondence; running errands both on and off-campus; photocopying materials; and performing general office management responsibilities and other clerical/administrative duties as assigned.

- From June 13-July 29, five-day workweek – Monday through Friday 8:00 a.m. to 5:00 p.m., all weeks except the week of staff training which may include a Saturday or Sunday. Prior to June 1<sup>st</sup>, part-time hours will increase as needed in the weeks leading up to camp.

#### **(10%) Design & Communication**

Curate Ailey Camp diary.

Produce and organize materials for AileyCamp communications, social media platforms, and events, including staff orientation, the first day of camp, open house, camp video, camp anthology, and final day camp celebration.

Produce from templates: Ailey camper materials including identification badges, camper handbook, and family handbook.

## **Skills, Knowledge & Abilities**

### **Required**

- Excellent organizational & time management skills.
- Computer experience using MS Office, Google Docs, e-mail, and Adobe InDesign.
- Accuracy and attention to detail.
- Ability to relate & communicate effectively and sensitively with a culturally diverse group of people.
- Excellent interpersonal and communication skills with the ability to express ideas clearly and concisely.
- Excellent phone manners.
- Ability to work under pressure of deadlines to complete projects in a fast-paced environment.
- Ability to maintain strict confidentiality
- Initiative and flexibility to work independently and as part of a team.
- Ability to successfully pass a background check.
- Valid Driver's License

### **Preferred**

- Registered UCB student.
- Interest in the Arts.
- Experience working with young people.

Please submit your resume and cover letter to Rica Anderson at [randerson@calperformances.org](mailto:randerson@calperformances.org).