



ART MOVES™
ARTS COUNCIL OKLAHOMA CITY

Art Moves Assistant

The Art Moves Assistant provides production and event support to the Art Moves Director in the day-to-day implementation of the Art Moves program. The Art Moves Assistant also provides administrative and clerical support in the planning of the program. This position is a part-time position with 20-25 hours per week at \$13.50/hr.

Job Responsibilities:

- Set-up and breakdown of PA systems, running sound
- Acting as a liaison between the artist, the venue, and the Arts Council
- Acting as the face of the program in the absence of the director
- Setting up events, making announcements, and providing artist with necessary support.
- Reviewing artist applications,
- Organizing and updating a database that includes vital information to the program
- Scouting and booking artists, scheduling, and sending contracts
- Oversees/coordinates/manages a weekly e-blast list and basic mass email program;
- Provides assistance shooting photos and video of performances for social media engagement
- Provides general support to growth of events and program.
- Maintains event supplies inventory, organization of equipment and truck
- Driving to and from events, navigating downtown
- Providing support assistance as needed
- Manage any volunteers assigned to assist with the program.

Required Knowledge/Traits/Skills:

- Good organizational skills;
- Experience in production and event management
- Administrative support procedures
- Self-motivated and capable of organizing the workload within an established system.
- Experience in dealing with the public
- Good communication, interpersonal, and "people management" skills
- High energy level
- Flexibility / Reliability
- Ability to work as a team
- Professionalism (with Art Moves team, venues, artists)
- Understanding and implementation of Arts Council OKC objectives and current events.
- Competent word processing skills (Microsoft Word, Excel)
- Ability to navigate social media
- Accuracy in grammar and spelling
- Ability to write promotional material (e-blasts, social media updates, press release materials)
- Printing of promotional materials
- Publishing of event pages on the ACOKC website.

To apply, submit resume with cover letter and three references to:

Marie Smith
HR / Finance Director
msmith@artscouncilokc.com
(405) 270-4883