



## Programs Assistant Job Description

### Organization Overview

Founded in 1981 by Richmond actress Jeri Cutler-Voltz, SPARC (School of the Performing Arts in the Richmond Community) provides transformative performing arts education to more than 2,000 students each year. Through SPARC's highly skilled teaching artists who intentionally integrate the arts with youth development principles, students discover their creativity and build critical learning and life skills that carry into adulthood. SPARC's mission is to profoundly influence young people's lives through exceptional performing arts education.

### Position Summary

The Programs Assistant, supervised by the Director of Programs, will execute a variety of general administrative duties in support of the Programs Department. This role will focus on creating and maintaining systems and procedures that increase the effectiveness of all programs.

### Duties Included

- Assist with general administrative duties including answering phones, processing, meeting logistics, routing information, managing calendars, filing, email, and other day-to-day tasks
- Maintain records, files, databases, contracts, payments, reports, and evaluations
- Provide program registration support, including systems maintenance, technical assistance, family correspondence
- Assist with documentation, such as collecting unit plans and archiving photos and video footage
- Support programs department with editing and maintaining accurate web content
- Oversee internship program and volunteer engagement
- Support all community outreach activities, including representing SPARC at resource fairs
- Review print materials for all programs, productions, and activities
- Collaborate with communications staff and program directors to create playbills, as needed
- Create support materials for use in performances and workshops
- Assist with evaluation data synthesis and analysis; developing project reports
- Collect and assemble materials relevant to grant proposals
- Order supplies and equipment, as necessary
- Provide logistical support for select classes, auditions, rehearsals, workshops, fieldtrips, events, camps, and productions, as needed
- Maintain relationships with local and national artists, community organizations, collaborators, partners, teachers, and school leadership
- Perform other duties as needed or as directed.

### Competencies:

- Advanced understanding of EDI principles and strategies for supporting youth with disabilities, LGBTQ+ youth, youth of color, and/or youth experiencing poverty or living in low-wealth communities
- Customer service oriented
- Comfortable working with youth and their families

- Organized and detail-oriented
- Independent problem solver that also works well in a team
- Excellent time management
- Highly self-motivated and deadline-driven
- Strong planning, organizational, and scheduling abilities
- Effective communicator
- Able to prioritize multiple tasks in a timely and accurate manner
- Adaptable and flexible
- Systems oriented
- Thrives in a fast-paced environment with many distractions
- Strong administrative skills

**Experience:**

- 1-year professional administrative experience working in a mid-size non-profit arts and/or youth-serving organization
- Exceptional computer skills, including an ability to learn new software quickly
  - Prior experience required: Excel, Word, Outlook
  - Prior experience a plus: Publisher, Salesforce, Adobe Sign, Survey Monkey, CourseStorm

**Requirements:**

Proof of vaccination is required for this and all other paid positions at SPARC. Candidates must be 18+, be able to do work outdoors in hot/cold weather, have access to reliable transportation, and lift and carry 35 lbs. Must also be available for occasional evening and weekend work.

**Application Deadline:** Friday, January 7, 2022  
**Start Date:** Monday, January 31, 2022  
**Position Type:** Full-time, salaried  
**Compensation:** \$31,200 - \$35,360  
**Benefits:** Health Insurance, 401K, paid vacation, holidays, and sick time

**Applications and Inquiries**

Interested candidates are invited to submit their resume and a cover letter (Microsoft Word or PDF Format) via email to [efrancis@sparcrichmond.org](mailto:efrancis@sparcrichmond.org) with the subject line "Programs Assistant" by January 7, 2022. Please DO NOT call or drop in. For more information about SPARC, visit our website at [www.sparcrichmond.org](http://www.sparcrichmond.org).

*SPARC is committed to the most fundamental principles of equality of opportunity and human dignity. SPARC does not discriminate on the basis of race, color, religion, national origin, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, military or veteran status, or status with regard to public assistance.*