

PLEASE POST

June 2010

Mid Atlantic Arts Foundation

Position Announcement

Administrative Assistant, Programs

Mid Atlantic Arts Foundation seeks an Administrative Assistant to join the program team at the Foundation.

The Administrative Assistant, Programs provides support to the Foundation's program staff. Responsibilities include general clerical duties, processing of grant applications, database entry and maintenance, panel meeting preparations and logistics, and other tasks related to program administration. The Administrative Assistant, Programs reports to the Deputy Director, Programs.

The successful candidate will bring a focused approach to their work, be detail-oriented, possess excellent communication skills, and have the ability to maintain client satisfaction and confidence under exacting standards and workloads.

Minimum Qualifications

- A bachelor's degree in the arts or a related field required.
- Ability to successfully manage large volumes of data with particular attention to detail and accuracy in information processing.
- Ability to maintain positive working relationships with constituents, clients and collaborating staff.
- Proficient computer skills in Microsoft Access, Excel and Word applications.

Compensation

Salary commensurate with experience. A full benefits package accompanies the position.

Deadline

The position will remain open until filled.

Please email letter of application, resume, and names and addresses of three references to hr@midatlanticarts.org (please send file attachments as Word or PDF documents only) or mail documents to:

Executive Assistant
Mid Atlantic Arts Foundation
201 N. Charles St., Suite 401
Baltimore, MD 21201

No phone calls, please

Position Announcement: Administrative Assistant, Programs

The Organization

Mid Atlantic Arts Foundation (www.midatlanticarts.org) was founded in 1979 to support development of the arts and the sharing of arts resources in and among its nine member states and jurisdictions: Delaware, District of Columbia, Maryland, New Jersey, New York, Pennsylvania, Virginia, the U.S. Virgin Islands, and West Virginia. The Foundation has built a core of program initiatives designed to effectively address specific objectives: Artist Support, Projects and Residencies; Presenting, Touring and Exhibiting; and Knowledge Building. The Foundation works regionally, nationally, and internationally to ensure these initiatives meet the needs of our constituents and serve the communities in which they live and work. Foundation programs move the arts and artists across state lines and international borders, provide new experiences for audiences throughout the region, and involve the public in the artistic process. One of six regional arts organizations in the United States, the Foundation is a private non-profit organization and is supported by the region's state arts agencies, the National Endowment for the Arts, and various foundations, corporations, and individuals.

Mid Atlantic Arts Foundation is an Equal Opportunity Employer.