



## **MYARTS IS HIRING!**

**Questions?** Contact [info@madisonyoutharts.org](mailto:info@madisonyoutharts.org)

**Apply here:**

<https://docs.google.com/forms/d/1Vc1j3xn-IVUX-CYcbpZOAjdlSbJ9RUkCZoLleIzZNwM/edit?usp=sharing>

**Position:** Administrative Coordinator (anticipate hiring 2-3 people)

**Hours:** Flexible, but prefer 10-20 hours a week

**Start date:** January 2022

**Compensation:** \$18/hour, paid monthly + some access no-cost studio time, proportionate to the number of hours worked

**Schedule:**

- Exact schedule determined by employee availability and MYArts' needs, shifts will occur Mon-Fri 3-10pm; Sat 8am-10pm; Sun 10am-5pm.
- Goal will be to provide a mostly consistent schedule, with occasional need for schedule changes to support events (i.e. an administrative coordinator may be the "Tuesday night" staff person consistently all semester).

**Employing organization:** MYArts is a new facility on Madison's near east side that supports Madison-area youth arts organizations by providing affordable space for classes, workshops, and other programs. Its mission is to ensure opportunities for young people to express themselves, discover the arts, and create connections, and serve as the home for the Children's Theater of Madison and Madison Youth Choirs.

**Position description:** General support staff person / people who can help with a wide range of activities related to welcoming user groups, managing physical spaces, and data entry.

**Workplace setting:**

- Majority of the work time will be at the front desk, with immediate priority being managing the flow of program participants entering and moving through the building. Additional work duties to be accomplished during quiet periods at the front desk.
- Ample bike parking; served by numerous bus routes; street parking available; covered garage available for \$2/hr

**Duties:**

- Staff MYArts front desk, welcoming and supporting user programs and their participants.
- Weeknight and weekend hours serving as building host and facility troubleshooter.

- Set up studios according to each group's needs--will involve moving tables and chairs.
- Data entry for our space management system and/or donor database.
- Coordination of user group post event invoicing and surveys.
- Uphold MYArts policies and practices.
- Close the building at the end of the day/evening.

**Qualifications (can be demonstrated through work history, volunteer service, or other life experiences):**

- Ability to lift 40 pounds
- Experience with customer service
- Enjoy working with a wide variety of people, including youth of all ages
- Can quickly and calmly solve problems on the fly
- Can operate independently as well as with a team
- Experience with some aspect of the arts (any kind of art, as a participant, performer, and/or enthusiast, formal or informal, etc.)
- Experience with data entry and very good attention to detail
- Be personally and professionally committed to equity and inclusion, with a dedication to honoring the life experiences of each person who walks through MYArts' doors.
- Fully vaccinated against COVID-19
- Willing to undergo a background check as part of youth safety protocols

Position reports to the Director of Community Partnerships and the Director of Facilities.

**About MYArts:**

- Our core values are inclusion, collaboration, and discovery. We strive to integrate these values into all aspects of our institution and our work, and to constantly grow and improve in our ability to manifest these values.
- MYArts has a strong commitment to growing access and equity within youth arts programming. We are especially committed to supporting communities of color and other marginalized groups, and have strong expectations that MYArts staff people will positively contribute to that goal.

<https://www.madisonyoutharts.org/>