

THE CEDARS UNION

AN INCUBATOR FOR THE ARTS

Position Title: Marketing & Programs Assistant

Status: Non-Exempt. Part-Time.

Reports to: Deputy Director/Marketing & Programs Manager

The Organization's Mission:

The Cedars Union (The CU), founded in 2015 as a 501(c)(3) nonprofit, is a Dallas-based incubator for the arts. The mission is to provide resources including studios, tools, programs, and pro-bono services for creatives, foster a collaborative and supportive artist community, and advance the arts in North Texas.

Job Summary:

The CU's Marketing & Programs Assistant handles administrative tasks for the Marketing & Programs Department, as well as assisting in the setting up, coordinating, and execution of Programs. Hours will vary but will typically require about 15 hours per week.

The position's benefits include:

- Access to free Community Membership and facilities
- Discounts on public programs
- Opportunities for professional growth
- Engagement and ongoing connections with North Texas' arts community

Duties (include but not limited to):

- Work with Marketing and Program Manager to enter program copy to online platforms
- Update and maintain programming calendar on website
- Assist with social media marketing
- Assist with design graphics and photography
- Greet and check-in visitors during programming or desk hours
- Be an integral part of programming and events through setup, breakdown, and representing the Cedars Union in a professional manner
- Ability to lead tours of the facility to the public and prospective artists
- Oversee operations and maintenance of studio during shift, which may include opening or closing the facility
- Other related tasks as assigned by your manager

Key Skills:

- Basic Apple computer knowledge and proficient with Microsoft Office programs (Word, Excel, etc.)
- Experience with Adobe Illustrator and Photoshop
- Eye for design and photographic composition
- Able to work independently and proactively to meet deadlines
- Able to deliver excellent customer service
- Reliable, punctual, high integrity
- Team player
- Detail oriented and highly organized
- Excellent communication skills
- Ability to multi-task
- Willingness to learn new skills

Qualifications:

- Demonstrated passion for the arts, artists and creatives
- High school graduate or some college
- An entrepreneurial, can-do spirit with 'whatever it takes' teamwork attitude
- Available to work nights and weekends as needed for programs
- Available to work at least one shift per week within staff office hours.

Physical requirements:

- Must be able to lift a maximum of 50 pounds as needed
- Must be able to both sit and stand for extended periods of time.
- Must be able to retrieve items and supplies on overhead shelves and bend and stoop to reach supplies
- Environment is climate controlled, with both quiet workspaces and a loud wood-shop.

To Apply:

- To apply please fill out the application found on our website: www.cedarsunion.org/. Save your completed application and send to jobs@cedarsunion.org. Please include a cover letter explaining why you want to work at the Cedars Union, and a resume if available.
- Please field any questions to info@cedarsunion.org.

Notice of nondiscrimination:

The Cedars Union, a 501(c)(3), is committed to equal opportunity for all persons without regard to sex, age, race, color, religion, creed, national origin, marital status, disability, sexual orientation and other class of individuals protected from discrimination under state or federal law. It is the policy of The CU to comply with all federal, state, and local laws regarding equal opportunity and other laws. In keeping with that policy, The CU is committed to maintaining a work environment that is free of unlawful discrimination and harassment. Accordingly, The CU will not tolerate unlawful discrimination against or harassment of any of our employees or others present at our facilities by anyone, including any supervisor, coworker, vendor, client, donor or member of The CU.

