

# THE CEDARS UNION

AN INCUBATOR FOR THE ARTS

**Position Title:** Temp. Administrative Assistant

**Status:** Non-Exempt. Temporary. Part-Time. (12-15 hours per week)

**Time Period:** September – December 2021 (Approx. 4 months)

**Pay Rate:** \$16/hour

**Reports to:** Managing Director / Creative Director

## **The Organization's Mission:**

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

## **Job Summary:**

The Temporary Administrative Assistant will assist the Managing Director and the rest of the team with a variety of administrative and operational tasks. The position begins in training with the Managing Director, who will be on Maternity Leave for 2 months in the fall. Hours will be approx. 15 hours per week, depending on the Director being out and the work needed per week. Position will be part remote and part in person at The CU.

## **The position's benefits include:**

- Access to free Community Membership and facilities
- Free Member workshops & Discounts on public programs
- Engagement and ongoing connections with North Texas' arts community

## **Duties (include but not limited to):**

- Assist Creative Director in scheduling new member orientations, member sign ups
- Manage Proximity software notifications and assist in member questions
- Manage agenda for and attend weekly staff meetings
- Check CU mailbox on site each week and scan in important documents, track receipts
- Assist with email correspondence in Managing Director's inbox
- Meet with Managing Director weekly
- Pull monthly financial reports from Quickbooks
- Assist bookkeeper with weekly financial coding in Quickbooks
- Assist with fall development events and November's Cedars Open Studios
- Assist with cleaning duties and ensuring supplies are properly stocked
- Assist Creative Director in managing studio / cohort acceptance process and correspondence
- Other duties as needed

**Skills:**

- Basic Apple computer knowledge and proficiency with Microsoft Office programs (Word, Excel, etc.)
- Experience with Quickbooks (preferred)
- Detail oriented and highly organized
- Quick software learner
- Excellent communication skills
- Able to work independently and proactively to meet deadlines
- Reliable, punctual, high integrity
- Team player
- 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 an occasional evening or weekend for event help

**Physical requirements:**

- Must be able to lift a maximum of 30 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:**

- Please fill out the application found on our website: <https://www.cedarsunion.org/current-jobs/>
- Save your completed application and send to [jobs@cedarsunion.org](mailto:jobs@cedarsunion.org). Please include a cover letter explaining why you would be a good fit for the position at the Cedars Union, and a resume if available.
- Please field any questions to [info@cedarsunion.org](mailto: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 Cedars Union.

