



**ART  
CENTER  
EAST**

Art Center East  
1006 Penn Ave.  
La Grande, OR  
97850

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## **ART CENTER EAST - Job Description**

### **Job Title: Outreach Programs Assistant**

#### **Job Summary**

The Outreach Programs Assistant is responsible for marketing, supporting completion of contracts, and collecting assessments related to Art Center East (ACE) outreach programs. Outreach programs including the Artists in Rural Schools (AiRS) program, rental of our landmark Carnegie Library space, and the Community School for the Arts partnership with Eastern Oregon University, including the Grande Ronde Community Choir and African Drumming groups. The Outreach Programs Assistant base commitment is 10 hours per week. Additional hours may be contracted for after-hours rental supervision.

#### **Qualifications & Skills**

##### Education

- Education and/or experience sufficient for success in this position.

##### Customer Service & Communication

- Clear, polite phone voice
- Professional appearance and courteous manner
- Strong interpersonal and written and verbal communication skills
- Ability to track and follow up on interactions with the public
- Self-starter

##### General

- Proficiency with word processing and email
- Strong task and time management skills

##### Preferred, not required

- Sales experience
- Experience working at a nonprofit organization
- Familiarity with productivity software and Google drive/docs.
- Familiarity with regional arts communities and a passion for the ARTS!

### **Specific duties include:**

The Outreach Programs Assistant will provide public relations and administrative support for the following programs:

- **Artists in Rural Schools (AiRS) Program** provides artist residencies in K-8 schools in the 10-county region.
- **Facility Rental Program** focuses on making the ACE Carnegie Library building available for public use.
- **Community Music Program** is a partnership between Eastern Oregon University and ACE that makes ensembles like the Grande Ronde Community Choir and African Drumming available to students and the public.
- Should workload permit, beginning in the second year of employment, the position may also be tasked with outreach at the **La Grande Farmers' Market**.

### Tasks:

- Market programs
- Support stakeholders in the contract and payment process
- Track interactions
- Maintain calendars
- Collect and process participant data and assessments
- Arrange for rental-event supervision and ushers for performances
- Arrange for EOU facility use
- Create and duplicate performance programs

### Optional tasks for additional compensation:

- Supervise after-hours rental events
- Solicit Music Program sponsorships, and grants

### **Salary & Benefits**

#### **Hours:**

- 10 hours/week
- Up to 25 additional hours/week possible (optional) for supervision of after-hours rentals (salary built into contract)

#### **Compensation:**

- \$12/hour
- 5% commission on the following, if garnered by the position
  - Completed AiRS contracts (approximately \$125 per contract)
  - New rental contracts (for duration of employment)
  - Music Program sponsorships (for example \$10 per \$200 sponsorship) and grants
- Staff Discount on Gift Gallery items
- Unpaid holidays off

**Reports to:** Executive Director

### **Application Instructions**

Application Deadline: Until filled

#### **To apply, please send the following items:**

- A cover letter that describes why you are interested in working at Art Center East and how your work experience relates to this position
- Resume
- Recommended: three professional references

#### **Incomplete applications will not be considered.**

Applications may be mailed to P.O. Box 541, La Grande OR 97850 or delivered to Art Center East at 1006 Penn Avenue. If submitting electronically, applications must be saved as a single PDF document with [Your Full Name] Outreach Programs Assistant in the document title. Please email your application to [darcy@artcentereast.org](mailto:darcy@artcentereast.org). No phone calls or inquiries, please.

The Eastern Oregon Regional Arts Council DBA Art Center East is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, gender, sexual preference, age, national origin, disability, veteran status, neurodiversity, or any other classification by law.

**Position funded by**

Marie Lamfrom

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