

**LUX Center for the Arts  
Programs Specialist  
Job Description**

The LUX Center for the Arts is a non-profit organization committed to providing exceptional visual arts experiences for our diverse community. We are growth-oriented and passionate about what we do.

**Summary**

The Programs Specialist works cooperatively with a small, dedicated team of arts professionals and reports directly to the Director of Learning & Engagement. The Programs assistant provides support for all aspects of the educational and outreach activities of LUX Center for the Arts.

The Programs Specialist provides administrative support and assists in studio/classroom maintenance. They work with the Director of Learning & Engagement to schedule and upload classes, schedule private lessons, book parties, and coordinate other educational events at the LUX. They will purchase most classroom supplies, keep an accurate inventory of materials, and provide general maintenance of our classrooms to ensure all programs run smoothly and the goals of the organization are met. High attention to detail, exceptional organizational skills, clear written and verbal communication, reliability, flexibility, and the ability to prioritize tasks are essential for this position. The Programs Specialist must be a self-starter who can work independently on specific projects and tasks.

**Schedule**

Tuesday-Saturday 9 am-5 pm. Occasional evenings and weekends are required. Some flexibility is negotiable. This position is a full-time (40+ hours per week), exempt position.

**Principal Job Duties**

- Provide exceptional and prompt customer service to all patrons to ensure a positive and high-quality experience from beginning to end.
- Under the direction of the Director of Learning & Engagement, schedule instructors and interns for all educational programming including but not limited to youth and adult classes and workshops, camps, private lessons and outreach workshops.
- Schedule and invoice tours, private lessons, parties and misc. private workshops.
- Inventory and purchase supplies for most educational programs.
- Oversee Education Wing classroom equipment maintenance.
- Regularly schedule oil changes and maintenance for the ArtVan.
- Coordinate requests for LUX presence at offsite community events.
- Send reminder emails to all scheduled staff and students regarding upcoming classes, workshops, camps, outreach, etc.; Preferably one week in advance.
- Keep an inventory of building keys and key fobs.
- Collect and report timesheets for part-time staff.

- Assist the Director of Learning & Engagement in the administration of educational events.
- Coordinate, train, and delegate tasks to department volunteers
- Communicate with all staff regarding facility use as needed
- Upload all classes and workshops to LUX's website
- Manage class cancellations, transfer students, keep track of class credit, issue refunds.
- Other duties as assigned.

The description above is a non-comprehensive overview of the Programs Assistant duties. The responsibilities of this position evolve over time to match the needs of the LUX as an organization.

**Preferred Qualifications:**

The successful candidate is highly organized, detail oriented, a problem solver, and is self-directed. The ideal candidate has:

- One to two years of experience in an administrative support capacity
- communicates well orally and in writing;
- is computer literate;
- is adept at Microsoft Office Suite and Google Docs
- possesses a basic knowledge of various art media OR is willing to learn
- can provide proof of vaccination and booster for Covid-19
- has a valid driver's license and a reliable vehicle.

**Compensation and Benefits:**

- \$40,000 to \$42,000 annual salary
- \$200/month stipend to pay for your own insurance
- Company match (3%) in Simple IRA plan after conditions are met
- 21 paid holidays per year
- 2 weeks of sick leave given each year
- 2 weeks of vacation time earned each year; increase over time.
- Additional benefits include flexible work schedule, telecommuting policy, infant at work policy, discounts on art, discounts on classes for self and partner/dependents, and more.

**Selection**

- The LUX prioritizes the inclusion of traditionally marginalized people in the leadership and staffing of the LUX.
- LUX engages regularly in conversations about how prejudices manifests in our policies, practices, relationships, exhibitions, programs, and culture and works to alleviate any harm caused by prejudice and bigotry and create an atmosphere that prevents harm from being done in the first place.
- LUX does not discriminate based on race, color, ethnicity, national origin, sex, age, pregnancy, sexual orientation, gender identity, religion, disability,

financial status, or marital status in its programs, activities, and employment.

**To apply for this job:**

1. Compose a cover letter indicating why you are the right candidate for this job.
2. Send a current resume.
3. Send a list of three professional references with contact information.
4. Extra consideration will be given to those who research our organization.
5. **Send documents to:** Chrissy@luxcenter.org with "Programs Specialist" in the subject line.

Interviews will commence as qualified candidates apply. Applications will be accepted until the position is filled.