

ADMINISTRATIVE ASSISTANT

JOB DESCRIPTION



Job Title: Administrative Assistant

Reporting To: Operations Director and Executive Director

Location of Job: Santa Fe Art Institute

Work Schedule: Part-time- up to 15 hours per week.
Typical hours are Monday, Wednesday, and Thursday for 5 hours each day, with extra events as necessary.

SUMMARY OF DUTIES & RESPONSIBILITIES

SFAI supports 50-70 artists and creative practitioners of all disciplines annually through our residency and fellowship programs, and hosts public events that forge critical inquiry and cultural exchange between artists and the broader community. The SFAI Administrative Assistant is responsible to support SFAI and SFAI staff and residents through maintaining an efficient and effective work environment, including managing bookkeeping tasks and being responsible for administrative and financial operations, assisting in external communications and special projects as needed.

PRIMARY DUTIES & RESPONSIBILITIES

- Responsible for all necessary business transactions, including vendor, residency, and consultant agreements and payments; insurance; recording of deposits; update and management of required city, state and federal registrations, licenses, and taxes; and maintenance of subscriptions.
- Maintain accurate budgets, income and expenses, and work with Bookkeeper to manage and present accurate monthly, quarterly, and annual financial statements, including summary of donations and cash flow projections.
- Provide Bookkeeper with receipts, payroll information, invoices, and approved outgoing payments. Work with Executive Director and Operations Director to create and manage annual budget and monthly cash flow.
- Act as the primary contact for annual audit to gather and submit all necessary information, in collaboration with Bookkeeper and Executive Director.
- Maintain accurate and secure files, including required records retention, backups of files, and passwords.
- Assist with Development-related tracking, events and/or communications, as needed.
- With Operations Director, ensure appropriate onboarding and termination information, protocols and procedures; help to ensure that approved policies are complied with by staff and board.
- Work with IT Consultant to troubleshoot internet and server issues.
- Maintain records of all fixtures, furniture and equipment.
- Attend weekly staff meetings and join two monthly resident events.
- Assist with events and special projects as needed.

REQUIRED SKILLS & EXPERIENCE

This is a position for a highly motivated individual to contribute their skills to an organization that is committed to engaging complex social issues through the arts - focusing on the rights of BIPOC, LGBTQ+, people with disabilities, immigrants, and women. The ideal candidate has the following experience and/or skills:

- At least 3 years of experience in similar capacity and position;
- Ability to meet and graciously interact with new people on an ongoing basis;
- Strong communication, collaboration, project management, and organization skills;
- Understanding of bookkeeping best practices and financials, including working in Excel and Quickbooks;
- Good writing skills, ability to read proposals, and a basic understanding of contracts; and
- High level of accountability, follow through, ability to prioritize tasks, and ownership of work.

Must have own cell phone, reliable transportation and familiarity with computers (Note: SFAI utilizes Apple laptops).

SFAI values a diverse workplace and strongly encourages people of color, LGBT individuals, women, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply. SFAI is an equal opportunity employer. Applicants will not be discriminated against because of race, ethnicity, religion, spiritual beliefs, national origin, ancestry, age, marital status, sexual orientation, gender identity, affectation, and expression, physical ability or disability, medical condition or any protected category prohibited by local, state or federal laws.

ADDITIONAL RESPONSIBILITIES & WORK ENVIRONMENT

This position is expected to work up to 15 hours a week and to be available three days a week for five-hour increments. These schedules and responsibilities may change as needed.

SALARY & BENEFITS

Salary is \$30/hour. This position is part-time and offers limited paid time off benefits as well as a \$12.50 monthly cell phone reimbursement.

MISSION

SFAI is an independent arts organization forging critical inquiry and cultural exchange among artists, creative practitioners, and the broader community. We support and amplify dynamic artistic practices that engage complex social issues, inspire individual transformation, and inform collective action.

TO APPLY

Please submit a letter of interest, your CV/resume via email with subject line "SFAI Administrative Assistant" to Operations Director Pauline Kanako Kamiyama at pkamiyama@sfai.org. The position is available immediately and will remain open until filled.