

# Administrative and Programs/Events Assistant

## Inyo Council for the Arts

Inyo Council for the Arts is hiring a new Administrative and Programs/Events Assistant. Please send Resume and Letter of Interest to ICA at [info@inyo.org](mailto:info@inyo.org) / 150 Willow St. Bishop, CA 93514

### Responsibilities:

- Clerical and administrative tasks including answering/forwarding phone calls, maintaining files, answering emails
- Writing/editing/proofreading grants at the city, county, state, and federal level
- Ticket and gallery sales
- General facilities upkeep
- Membership and mailing list maintenance
- Email newsletters and website/social media content management
- Press release writing and ad design (including print, radio, and social media)
- Event production assistance, including planning, coordination, and publicity
- Artist/vendor/volunteer coordination
- Other duties as assigned

### Qualifications:

#### Required:

- Strong interpersonal, verbal, and written communication skills
- Ability to multi-task, set priorities, and adhere to deadlines
- Familiarity with Microsoft Office
- Ability to occasionally travel and work extended/irregular hours
- Ability to lift 30+ lbs

#### Preferred:

- Ability to manage content in WordPress and on Facebook/Instagram
- Ability to compose email newsletters in Constant Contact
- Graphic design experience in Adobe Photoshop and InDesign

A passion for celebrating and advocating for the arts in Inyo County is a must! Any combination of experience and training that provides the required knowledge, skills, and abilities is qualifying.

28-35 hours a week / Some benefits / Opportunity for advancement within the organization / Pay commensurate with experience / Position open until filled  
Contact: 760-873-8014 / [www.inyo.org](http://www.inyo.org) / [info@inyo.org](mailto:info@inyo.org)