



CENTRUM
Job Description

JOB TITLE: Program Assistant
JOB STATUS: Part-time Non-Exempt (Seasonal)
REPORTS TO: Program Manager

Overview

Work closely with the Program Manager to coordinate the details involved in putting on a workshop event and ensure a successful event and an excellent experience for the participants and faculty

Essential Functions

Program Administration

- Attend preseason meetings with program staff to determine needs for the program
- Coordinate detail of faculty and performer travel
- Work with Human Resources and Finance and other Centrum staff to assure legal and policy compliance
- Communicate with faculty, workshop participants, vendors and other involved in the workshop via telephone, email and in person
- Assist with set up for workshop events, food preparation and cleanup
- Assist in planning and implementation of multiple performances throughout the workshop week
- Communication with club managers regarding performance ins their venues (Jazz and Blues)
- Assist in facilitating program on-site
- Troubleshooting any issues that arise in relationship to the program
- Attend post-workshop meeting to debrief and fine-tune the program for the next year

Other Duties

- Some weekends and evening hours required.
- Overall support of events at Centrum.
- Other duties as assigned and developed in collaboration with the Program Manager

Qualifications

- At least one year working with administrative duties that require organizational skills
- Background in music presenting and/or performance is desirable
- Working knowledge of computer spreadsheets and MSWord
- Experience working in a deadline driven environment while handling multiple priorities
- Proven ability to work well in a team environment
- Access to transportation as needed and a good driving record, valid driver's license and insurance

- Must be willing and able to work weekends and evenings when needed and overtime immediately before and during the workshop week

Core Competencies

- Team player
- Fluency with MS Office and Internet
- Commitment to artistic excellence
- Excellent attention to detail
- Ability to handle sensitive people situations with tact and flexibility as needed
- Ability to manage multiple tasks, meet deadlines, and change direction quickly if needed
- Good interpersonal skills; confidentiality; commitment to volunteer stewardship and service
- Excellent verbal and written communication skills

Programs Assistant

PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS

The following identifies the physical demands and potential hazards typically encountered by this position. The information is necessary in part to ensure compliance with the Americans with Disabilities Act and the OSHA Blood borne Pathogens Standards. These can reasonably be anticipated in the normal and customary performance of the essential functions of your work.

NA: Not applicable, not required of this position.

NE: Requirement is present, but is not essential to the position.

O: Occasional, up to 33 percent of the time and essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim.)

F: Frequent, 34-66 percent of the time.

C: Continuous, over 66 percent of the time.

	NA	NE	O	F	C
Sitting			X		
Walking				X	
Standing				X	
Running	X				
Bending or twisting			X		
Squatting or kneeling			X		
Reaching above shoulder level			X		
Climbing (e.g. stairs, ladders)			X		
Driving cars, light duty trucks		X			
Driving heavy duty vehicles	X				
Repetitive motion of hands/fingers				X	
Grasping with hand, gripping			X		
	NA	NE	O	F	C

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Lifting/carrying 10-25 pounds			X		
Lifting/carrying 26-50 pounds	X				
Lifting/carrying more than 50 pounds	X				
Pushing/Pulling			X		
Using Foot Controls	X				
Work in/exposure to inclement weather		X			
Work in/exposure to cold water	X				
Exposure to dust, chemicals or fumes	X				
Work/live in remote field sites	X				
Use of hazardous equipment (e.g. guns, chainsaws, explosives)	X				
Swimming, scuba diving	X				
Work at heights (e.g. towers, poles)	X				
Exposure to infection, germs or contagious diseases		X			
Exposure to blood, body fluid, or potentially contaminated materials		X			
Exposure to needles or sharp implements	X				
Use of hot equipment (e.g., ovens)	X				
Exposure to electrical current	X				
Seeing objects at a distance			X		
Seeing objects peripherally			X		
Seeing close work (e.g., typed print)				X	
Distinguishing colors			X		
	NA	NE	O	F	C
Hearing conversations or sounds					X

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Hearing via radio or telephone				X	
Communicating through speech					X
Communicating by writing/reading				X	
Distinguishing odors by smell			X		
Distinguishing tastes			X		
Exposure to wild/dangerous animals	X				
Exposure to insect bites or stings		X			
Work/travel in boat/small aircraft	X				
Exposure to aggressive/angry people			X		
Restraining/grappling with people	X				
Other:					
Other:					

Items checked above must be consistent with tasks listed.

Are there any other physical or mental requirements of this position not addressed above?

I have read and understand the physical requirements and potential hazards of this position and am able to perform the physical requirements as stated above with or without reasonable accommodation.

Employee Signature

Date