



Notice of Vacancy

<u>TITLE:</u>	Planning Assistant (Arts & Culture)
<u>DEPARTMENT:</u>	Department of Planning and Community Development (DPCD)
<u>POSITION STATUS:</u>	Part-time, 19 hours per week, non-union position
<u>REPORTS TO:</u>	Senior Planner for Arts and Culture
<u>SALARY:</u>	\$20-\$22.50 per hour, depending on qualifications

JOB SUMMARY

The Arts & Culture Planning Assistant will administer both the programming and general facilities management of Old Town Hall, Derby Square and Charlotte Forten Park for civic and public events. The position is responsible for managing all event booking related tasks including but not limited to: fielding public inquires and being the primary point of contact for all booking communications, processing rental documents, maintaining event calendars, updating websites and social media feeds, updating booking documents, managing event staff, overseeing supply orders and cleaning contracts, and facilitating other facilities related tasks. In addition, the position will assist in other Arts & Culture program tasks as needed.

SUPERVISION RECEIVED

Works under direct supervision of the Senior Planner for Arts & Culture in conjunction with the Director of Planning and Community Development. Performs duties independently under policies established by Senior Staff.

MAJOR DUTIES

- Responsible for being the first point of contact for members for the public seeking information on and for scheduling events and programming at Old Town Hall, Derby Square and Charlotte Forten Park.
- Booking events, contract facilitation, events management, calendar oversight, special projects, marketing, and other related work.
- Provide clerical support, including but not limited to, word processing (Word, Excel, Outlook, etc.), writing press releases, managing social media accounts, updating websites, and maintaining files and databases related to arts and culture.
- Collaborating with local partners on their art and cultural events.
- On-site event facilitation requiring some occasional nights and weekend work.
- Acting as the on-call emergency contact for events
- Facilities management and maintenance oversight and coordination.
- Other Arts & Culture program duties as assigned.

QUALIFICATIONS, EDUCATION AND EXPERIENCE

- At a minimum, the candidate should have a high school diploma and three years' experience in an administrative, customer support, or event organizer position or any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

- Interest in arts administration, creative placemaking, arts management, planning and community development or a related field is strongly preferred.
- Excellent interpersonal and organizational skills and attention to detail are essential.
- Ability to interact with the public, work on multiple assignments concurrently and communicate effectively (both written and verbal), along with strong computer abilities are all necessary.
- Strong ability to establish and maintain effective working relationships with co-workers, officials, artists and the public.
- Proficiency with Microsoft Office Suite.
- Familiarity with programs such as VeiwPoint Cloud and Smartsheet a plus.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to walk, talk, or hear. Additionally, the employee will be required to lift, move, and carry items up to 40lbs. Specific vision abilities required by this job include close vision and depth perception. Regular use of computer. The employee will be required to attend and facilitate events at Old Town Hall and outside at Derby Square and Charlotte Forten Park, among other locations.

WORK ENVIRONMENT

The noise level in the work environment is usually moderate. However, noise level may increase during events and site visits. Outdoor field and site work is performed under a variety of weather conditions, including inclement weather. Duties involve a combination of activities in normal office setting as well as outdoor field and site work. Attendance at evening meetings and events and occasional travel to meetings and other communities may be required.

Qualified individuals are encouraged to apply with a resume and cover letter to jobs@salem.com. This position shall remain open until a qualified candidate is selected.

CITY OF SALEM, Human Resources
Lisa B. Cammarata, Director
98 Washington St., 3. Floor
Salem, Massachusetts 01970

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Date: June 22, 2023