

Virginia Commission for the Arts
Part Time Administrative Assistant / Event Planner

Responsibilities

- serves as meeting planner for Commission board, committee, and advisory panel meetings, ensuring agency compliance with all applicable state purchasing requirements and cost limits
- makes travel and lodging arrangements for Commission staff, board, and advisory panelists
- opens and distributes daily mail
- answers telephone, routes calls to appropriate staff, and greets visitors to agency
- assists other agency staff in logging application numbers
- sorts grant applications and delivers applications to appropriate staff members
- assists other agency staff in preparing Commission board meeting materials
- assists other agency staff if preparing for annual statewide arts conference
- maintains and updates cultural organizations list
- proof reads materials for the Commission staff
- maintains electronic news clipping file
- monitors main email address site for agency, answers routine inquiries, and forwards other emails to the appropriate staff members
- special projects as assigned by the Executive Director

Qualifications

- written and oral communication skills
- pleasant and professional telephone manner
- working knowledge of Microsoft programs
- ability to set priorities, organize multiple assignments, and meet deadlines
- experience in meeting planning helpful but not required

Pay and Hours

- 20 to 25 hours per week
- \$14.50 per hour

Submit Resume no later than Wednesday, July 17, 2013 to:

Foster Billingsley, Executive Director
Virginia Commission for the Arts
1001 East Broad Street, Suite 330
Richmond, Virginia 23219
foster.billingsley@arts.virginia.gov