

**Creative Arts Workshop
Visitor Services Assistant
Job Posting**



Creative Arts Workshop (CAW) is seeking dependable, qualified candidates for a visitor services assistant. This is a part-time, onsite only, position with daytime, evening, and weekend shifts available. In addition to providing services for our visitors—the first face and first voice that a student, visitor, donor, or board member encounters—other tasks, responsibilities, and special projects may be assigned.

Examples of key activities include, but are not limited to:

- Greeting visitors
- Answering and routing incoming phone calls
- Directing students to classrooms as necessary, helping parents meet up with their children.
- Opening/closing the building (shift dependent)
- Providing information on exhibitions in our galleries, tallying visitor counts
- Supporting exhibition and public programs events (receptions, artist talks etc).
- Serve as back-up staff for processing class registrations and other administrative tasks

Skills and Qualifications

You will be joining a small team. We value positive, productive, and team-oriented employees. This is a position with a high level of responsibility and discretion. The organization will train you on our systems as needed, but basic office skills/experience is preferred.

Since much of this position works with the public, you must enjoy working with people and being responsive to their inquiries, have patience and positive problem solving skills, and be a good ambassador for the organization. You must be able to juggle multiple projects to a professional standard, on time and with a high level of accuracy. You should be discrete, responsible, and highly organized. You will be detail oriented but also be able to see and understand the bigger picture or context.

Candidates should have a solid familiarity with office applications (MS Word, Excel), and/or Google/G Suite applications (Docs, sheets, forms) & Zoom is essential. These applications are frequently used in this position.

Preferred but not required: bilingual in Spanish and English

Compensation

\$15.00 an hour

To apply

Please send a resume and letter of interest to administration@creativeartsworkshop.org

Interviews will begin immediately and continue until the position is filled.

About Creative Arts Workshop

Creative Arts Workshop is a nonprofit regional center for creativity that has served the Greater New Haven area since 1961. As an anchor institution located in the heart of the award-winning Audubon Arts District, CAW offers a wide range of visual arts classes and engagement in creativity in its own three-story building with fully-equipped studios in eight disciplines, and an active exhibition and public programming schedule.

More than 1,800 adults and young people enroll annually in the more than 400 courses offered by Creative Arts Workshop, while over 1000 visitors enjoy the free exhibitions and public programs in its destination galleries year round. CAW's classes are open to students of all ages and levels of experience. CAW is supported by tuition fees, sponsorship, contributions from individuals, charitable foundations, public funding, memberships, and from special events and sales.

Commitment to Equity and Inclusion

Creative Arts Workshop values diversity, inclusion, and equity at all levels of its organization, including its Board, committees, and staff. Diversity in this context refers to groups and individuals identified by, for instance, race, color, sex, gender, sexual orientation, age, disability status, religion, national origin, marital or partnership status, ancestry, political belief or activity, or status as a veteran. To foster the values of equity and inclusion, CAW seeks participation of its Board, committees, and staff, and from individuals who share and hold these values and reflect the diversity of the New Haven region, with a focus on majority African, Latina/o/x, Asian, Arab, and Native American (ALAANA) participation and disability representation.

Candidates are encouraged to visit CAW's website at creativeartsworkshop.org to familiarize themselves with our work.

Additional Information

COVID-19 -- The safety and wellbeing of everyone who comes to CAW is our number one priority. CAW is taking all necessary precautions to safeguard the health and wellbeing of all staff, instructors, board, students, and visitors. New staff will be given PPE and trained in all protocols and procedures in place to address pandemic-related issues.