



Registrar/Administrative Assistant of Community Arts Connection Community School of the Arts Fort Smith, Arkansas

Overview

Community School of the Arts (CSA) is a non-profit arts education organization serving children and youth in the visual and performing arts. CSA provides high-quality instruction in music, theatre, dance, and visual art to children and youth of all ages and levels. Our mission is to develop confident leaders and outstanding citizens through educational and artistic excellence. As we continue to build our reputation of excellence in the arts, and continue to develop programs, we are seeking an individual who can serve in an important office staff role.

General Description: The Registrar/Administrative Assistant is responsible for assisting the Executive Director and the Finance Officer in handling a busy CSA office to ensure proper flow of office procedures. This individual will register students, assist with daily operations, physical and digital communication with CSA clients, staff, and faculty, answer phones and serve as a receptionist for all guests, assist with scheduling of faculty and activities, and work in the Box Office for all concerts and shows.

This individual will maintain a positive and friendly CSA image by acting as the first line of contact to visitors, families, faculty, and vendors in person, online, and via telephone. The Registrar/Administrative Assistant should be task-oriented, energetic, a self-starter who enjoys working with people, handling busy day to day operations, and collaborating with a team of professionals.

Job Skills/Qualifications:

- AA degree required, Bachelor's degree preferred in a business related field
- Prior office experience preferred
- The ability to use a desk top computer including proficiency with Microsoft office programs, excel files, online registration, online ticketing
- Strong time management prioritization and organizational skills
- Strong attention to detail
- Ability to work without supervision
- Exceptional communication and customer service skills
- Ability to communicate by phone
- Ability to handle confidential information
- Strong record keeping skills
- Ability to multi-task
- Availability to work weekends and outside normal daily office hours

Job Duties

This position reports directly to the Executive Director and works in connection with the Finance Office to fulfill the following duties:

- Register students using CSA registration
- Coordinate student registration with faculty
- Ensure client compliance with CSA tuition policy
- Regular maintenance of CSA student records and data bases
- Assist with reporting donor/sponsor giving and year-end tax letters
- Set up and maintain HR files including background checks, applications, etc.
- Material acquisition and procurement
- Prepare copies of print materials as needed
- Coordinate faculty teaching schedules including assignments for all instructional, rehearsal, and performance spaces
- Maintain CSA master calendar
- Coordinate faculty meetings
- Coordinate office functions with CSA staff
- Work in Box Office at all events
- Provide assistance with any essential function related to all CSA classes, lessons, rehearsals, and other activities as assigned

Salary

12-Month contract

Competitive, based on experience and qualifications

Benefits Negotiable

Start Date: Target Date: Summer 2024

Position is open until filled

Send vita, unofficial transcripts, and contact info for three references to:

Dr. Rosilee Russell, Executive Director

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www.csafortsmith.org