



# POSITION DESCRIPTION

## TITLE: Project Jericho Creative Assistant

<b>FLSA STATUS:</b> Non-Exempt, 1.0FTE	<b>GRADE LEVEL:</b> B
<b>LOCATION:</b> Hollenbeck Bayley Center	<b>UNIT:</b> Advancement
<b>SHIFT:</b> Mon-Fri 10:00 am- 7:00 pm	<b>DEPT:</b> Project Jericho
<b>INCUMBENT:</b>	<b>EMPLOYEE SIGNATURE:</b> Date:
<b>REPORTS TO:</b> Project Jericho Director	<b>PREPARED BY &amp; DATE:</b> Lauren Houser, July 2020
Reviewed/Revised By:	EE Name: Date:
Reviewed/Revised By:	EE Name Date:
Reviewed/Revised By:	EE Name Date:

### I. POSITION PURPOSE – *List brief summary of position*

This position will assist Project Jericho in the implementation of high quality visual and performing arts programming to youth and families. This position will assist in maintaining Project Jericho's branding and marketing, as well as public/community art presence in the community. This position will prioritize direct service to participants, especially youth programming, which will require flexible hours, including some weekends. This position is grant funded with the current grant ending 6/30/2021. The grant that funds this position is likely, but not guaranteed, to be renewed on 7/1/2021.

### II. RELATIONSHIPS AND CUSTOMERS – *(In addition to Clark State Faculty, Staff, and Students, this position also interacts with the following external individuals, organizations and agencies)*

Program youth and families	Clark County DJFS Clark County Juvenile Court and other agencies	Foundations, sponsors, and grantors	Local, regional & national artists and agencies
Vendors	Civic, Business, and Community Leaders and Organizations	College Students and Community Volunteers	

### III. DIMENSIONS – *If this position controls, manages, or has a direct impact on the expenditure of dollars, identify how, the type of budget, and the gross dollar amount involved)*

### IV. ESSENTIAL DUTIES AND RESPONSIBILITIES

*Under general supervision, this position performs the following duties:*

1.	Assists in the planning, developing, and implementation of Project Jericho's youth and family arts programming, including purchasing materials, setting up spaces, and cleaning up at the completion of a program.
2.	Assists Project Jericho team with recruiting participants while working with referral agencies such as CCDJFS, CCJC, local schools, and other youth providers. Engages and maintains healthy relationships with participating youth and families by attending programming and offering direct service.

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3.	Coordinate Project Jericho's complimentary ticket program in collaboration with the Clark State Performing Arts Center and other community groups who provide free or discounted tickets to Project Jericho youth and families.
4.	Assists Project Jericho Director with maintaining Project Jericho's brand and marketing, including graphic design for publications/printed materials, maintaining social media platforms and Project Jericho website, and creating other marketing materials as needed, partnering with Clark State's Marketing Team when necessary and appropriate.
5.	Ensures Project Jericho's public art, community art installations, and video and photo documentation are maintained and accurate over time. Assists Project Jericho team with new public art opportunities when necessary.
6.	Assists with and initiates collaborative relationships and partnerships with the internal College community, as well as external community (organizations, schools, and agencies related to the program.)
7.	All other duties assigned by supervisor.

**V. SUPERVISORY RESPONSIBILITIES** – *The following position title(s) report to this position. If there are no reporting positions, type "None."*

- None

**Qualifications** – *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**VI. EDUCATION and/or EXPERIENCE** – *List minimum requirements necessary to perform essential duties and responsibilities, i.e., High School/GED plus 3-5 years related experience or AS Degree preferred.*

- Associate's degree in related field
- Knowledge of arts education and community outreach
- Knowledge of and experience with graphic design, social media/marketing, and photography

**VII. SKILLS AND ABILITIES** – *List basic skills and abilities necessary to perform essential duties and responsibilities, i.e., computer skills, oral and written skills, interpersonal skills, presentation skills, ability to motivate employees, etc.*

- Excellent interactive people skills and verbal communication skills
- Excellent written communication skills; clerical and computer skills desirable
- Comfortable in a multi-task environment; ability to prioritize and execute tasks in a timely fashion; management of a flexible schedule
- Appreciation and understanding of performing and visual arts
- Ability to communicate with and supervise young people

**VIII. CERTIFICATES, LICENSES, REGISTRATIONS** – *List minimum requirements necessary to perform essential duties and responsibilities, i.e., Certified Novell Administrator (CNA), Certified NetWare Engineer (CNE), Professional Human Resources (PHR), Certified Public Accountant (CPA), Notary Public, Ability to be Bonded, etc.*

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### **IX. LANGUAGE SKILLS** – *(To be completed by HR)*

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

### **X. MATHEMATICAL SKILLS** – *(To be completed by HR)*

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **XI. REASONING ABILITY** – *(To be completed by HR)*

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**XII. 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, i.e., ability to lift up to 75 pounds, etc. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. (To be completed by HR).*

While performing the duties of the job, the employee is regularly required to sit; use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

**XIII. WORK ENVIRONMENT** – *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. (To be completed by HR).*

The work is performed in an office-like environment with a minimal amount of noise.