



Program Assistant for The Arts and Internal Communications

Dr. Michael and Catherine Bullock Community and Recreation Center

Introduction

Edmundite Missions has served the poorest of the poor since 1937 and continues to address the challenge of systemic poverty prevalent in Selma and in the Black Belt region of Alabama. We believe that each person is made in the image of God, imparting dignity to every person we serve. Our programs the most urgent needs of the community while also promoting the empowerment of people by achieving poverty eradication through educational and employment opportunities. We continually innovate to ensure both the short and long-term success of our fight against poverty.

We are looking for an individual with the passion and enthusiasm to join an exceptional team of compassionate and dedicated individuals who seek the greater good for all those we serve here in the Deep South. This is a full-time position. Compensation will be commensurate with experience. We offer excellent benefits including medical and dental insurance plan, vision plan, employer-paid short- and long-term disability, life and accidental death & dismemberment insurance, 401k plan with a generous 5% employer contribution, paid holidays, and paid time off (PTO) days.

Summary Job Description

The Program Assistant for the Arts facilitates the development of arts programming and partnerships including, but not limited to, dance, music, drama, and graphic arts, ensures the quality of such programming. The position also assists with all other aspects of registration, client services, maintenance and upkeep of the Bullock Recreation and Community Center, as well as maintaining internal communications (e.g., schedules, client communications, etc.) This is a full-time position reporting to the Director of the Bullock Center.

Responsibilities

Programs

- Develops and oversees a wide array of programming in the arts for all ages and interests
- Regularly assesses community interests and desires in the area of arts programming and adjusts programs accordingly
- Develops partnerships with arts organizations of all types in the Selma community to ensure the best of Selma arts capacity is made available to the users of the Bullock Center
- Oversees all non-registration drop-in use of the Bullock Center for informal arts and crafts programs
- Accompanies Bullock arts programming registrants on all site visits or arts opportunities off of the Missions campus; Responsible for the logistics of all such opportunities
- Coordinates with the Director of the Good Shepherd Community Center (Mosses) to ensure that Selma resources are made available to the Mosses community as appropriate and feasible
- Works closely with the Missions New Possibilities Youth Program, and its component the Edmundite Missions Academy, to ensure that arts programming for youth in these education programs is robust both during the school year and during summer camp



- Creates and brings to other areas of Missions programming (e.g., nutrition and social and emotional development) ideas for including the arts as a mechanism for communications and learning that can contribute to success in these areas
- Identifies, and with concurrence of the Director of the Bullock Center, engages all outside expertise needed for arts programming
- Oversees all volunteers in the arts programming of the Bullock Center

Administration

- Coordinates all arts program scheduling, ensuring that schedules are coordinated with all other programming assistants to ensure consistent calendars
- Manages registration for all arts programs requiring such
- Ensures accurate recording of program use in the Apricot performance system
- Assists Director of the Center with internal communications, including client program flyer development and production, copies of monthly schedules, schedule coordination, and the like
- Takes responsibility for Bullock Center opening and/or closing as needed
- Performs other duties as requested in all areas of Bullock Center operations, including but not limited to registration, admission, and supervision

Maintenance and Upkeep

- Cleans and maintains all programming areas relevant to any and all arts programming at the Bullock Center, ensuring that program preparation is complete and adequate, and areas are fully cleaned and ready for other programming after any arts use
- Maintains the inventory of all supplies and equipment relevant to arts programming; advises the Director of the Bullock Center on appropriate improvements for materials and supply storage as programming grows
- Cleans and maintains all material and equipment relative to arts programming
- Assists with cleaning and maintenance of the overall Bullock Center

Characteristics

- Outgoing personality; able to establish comradery with all types of people, youth and adult
- Unquestionable integrity and honesty
- Willing to learn; a team player
- Reliable and hardworking
- Appreciation of the Catholic Church, its teachings and traditions
- Personal compassion for and commitment to those in need and respect for all individuals irrespective of their personal circumstances

Requirements

- At least two years of experience in bringing the arts to community or education organizations
- Personally experienced in one or more aspects of performing or graphic arts, with clear competency to lead such programming as an example of commitment to the arts
- Valid driver's license and own transportation a must
- Scheduling flexibility; available for weekend shifts



- Resident of Selma or proximate community preferred
- Fully vaccinated against COVID-19

Compensation will be commensurate with experience.

Please send resume to hr@edmunditemissions.org and note position applied for.