

Midwest Artist Project Services Administrative Assistant – updated November 2021

Summary

Midwest Artist Project Services (MAPS) is seeking an administrative assistant to join our mission to empower individual artists and emerging arts organizations. MAPS provides free or low-cost resources and professional development for artists through consultations, education, and opportunities, as well as access to funding through our fiscal sponsorship program. We support working artists in all disciplines—visual artists, musicians, creative writers, craft artists, theater and dance artists, filmmakers, and more.

The Administrative Assistant will work firsthand with artists and creative leaders in St. Louis, and should be interested in arts administration fields such as artist education, grantwriting, arts marketing, project management, equity and inclusion in the arts, budgeting, advocacy, and governance.

Work is part-time, contract-based, and remote (St. Louis metro area preferred); approximately 15-20 hours per month (including one weekly check-in meeting), depending on project activity. Weekly schedule to be determined following start. Pay rate is \$17/hour. Candidates will be asked to use their own laptop or other equipment.

Qualifications

High school diploma required; Bachelor's degree or equivalent experience preferred. Experience in the areas of nonprofit management, arts administration, bookkeeping, or project management preferred. Proficiency in Quickbooks or similar accounting systems strongly preferred.

Candidates should have strong writing and communication skills, including ability to initiate and execute a communications plan. Some familiarity with Wordpress or similar web content systems is a plus. Candidates should have a track record of working independently and responsibly managing their own time, executing projects in a timely manner with minimal supervision.

Responsibilities:

- Promote MAPS resources and programs by creating and scheduling content for social channels; reporting on social metrics; writing and distributing a bimonthly email newsletter; and assisting with press/PR for special announcements and events;
- Update and maintain MAPS website (Wordpress) with current programming and information;
- Provide administrative support by scheduling and posting MAPS Board meetings (six per year); distributing agenda; tracking attendance; taking and distributing meeting minutes; and scheduling committee meetings as needed;

- Support operations by preparing financial reports using Quickbooks, distributing monthly financial statements, managing requests for reimbursements and deposits from sponsored projects, preparation and filing of 1099s at the end of year, and scheduling meetings as needed;
- Support MAPS programs by preparing annual schedule of events and production timelines; managing online application platforms for the annual Mock Grant Panel and Fiscal Sponsorship programs, preparing applications for review by panelists; assisting with Artist Consultation scheduling when needed; and assisting with the creation and implementation of other live and virtual events.

To Apply: Send a cover letter, resume, and a list of three references to brigid@midwestarts.org and liz@midwestarts.org.