

MSA Administrative Assistant

Mission Statement

Mayo Street Arts strives to strengthen its neighborhood and community by providing a haven for the arts that is vibrant, safe, and inspiring; and to engage area youths of diverse cultural communities in robust participation in the visual, performing, and literary arts.

About MSA

Mayo Street Arts (MSA) is a welcoming community arts center in the heart of East Bayside's Kennedy Park: the most densely populated, ethnically and culturally diverse square mile in Maine. Our building serves as a performance venue, gallery, and gathering space, and offers affordable studios and rehearsal space for artists.

While our programming embraces a variety of forms—with a particular focus on puppetry and folk music and dance—our programming decisions are guided by the following aesthetic and engagement criteria:

- MSA is a human-scale venue that builds community by fostering deeper interaction with artists—and other community members—in addition to their performance or exhibit.
- MSA presents work that is hand hewn, not mass produced. You can see the imprint of the artists on their work.
- MSA is a little quirky! We are a home for niche and heritage forms like puppetry, traditional music & dance, circus arts, and more.

MSA is committed to making our programs accessible to all. We deeply engage the people we serve in all phases of our programming, including the incorporation of artist and student-led steering committees. MSA presents a variety of artists who reflect the beautiful diversity of our neighborhood. And we invite the students living in our low income neighborhood to attend public shows for free, with or without guardians.

Position Description

The Administrative Assistant is the organization's primary point of contact for the public. They provide additional support to the Executive Director and Program Manager, performing regular weekly duties in a streamlined workflow.

The Administrative Assistant works closely with all other staff members to facilitate clear communication with the general public and effectively support programming, fundraising, and community events.

They will be expected to work independently and as part of a larger team. Task-specific training will be provided by MSA staff.

Specific Duties

1. Administration

- Process donations, sponsorships, and grant awards
- Prepare weekly deposits
- Communicate with external contractors & vendors
- Schedule building maintenance and inspections
- Track special project tasks and deliverables

2. Communications

- Monitor our info@ email address, voicemail, and mailbox, responding to and forwarding information and inquiries as appropriate
- Distribute press releases
- Post event listings to community calendars
- Gather targeted promotional assets from artists and community partners
- Update websites for MSA, Puppets in Portland, and Traditional Arts Network

3. Data Entry

- Transcribe event reports into a monthly programming report
- Enter donor, attendee, volunteer, and artist information into our database
- Process newsletter sign-ups

4. Special Projects

- Coordinate and process bulk mailings
- Compile data for annual reports

Necessary Soft Skills

- Customer service
- Organization
- Efficiency
- Self-Direction
- Attention to detail & deadlines
- Patience, kindness, and a collaborative mindset
- Comfort working with people from a variety of backgrounds and across language barriers

Necessary Hard Skills

- Database management (Little Green Light)
- Website maintenance (Squarespace)
- E-newsletter software (MailerLite)
- Word processing, spreadsheets, and email (Google)
- Video conferencing (Zoom)

Physical Requirements

Applicants must be able to do the following physical tasks:

- Stand, stoop, and sit for up to 5 hours at a time
- Lift 100 pounds with assistance from one other individual
- Ascend/descend dimly-lit stairwells

Languages

MSA staff conduct regular business in English, however many of our neighbors in East Bayside are non-native English speakers.

Special consideration will be given to individuals with proficiency in other languages, especially Arabic, French, Kinyarwanda, Lingala, Portuguese, Somali, and Spanish.

Work Schedule

The Administrative Assistant will work an average of 18 hours per week over 3-5 days.

This is a per diem, hybrid position. Most duties may be done remotely however workspace is available at MSA, if desired. On-site visits to check mail and process physical materials are required once per week. There is also an in-person monthly staff meeting on the second Wednesday of each month.

Compensation & Benefits

Hourly Wage: \$25 plus benefits:

- PTO accrual at a rate of 0.033 per hour.
- Organization vision plan (free after one month of employment)

MSA allocates a small portion of our budget to support the professional development of our board and staff. This includes certifications and skills training, as well as opportunities to network with peers from around the state, region, and country.

ACEs awareness training will be provided.

Travel reimbursement will be provided for approved trips at the standard IRS mileage rate.

A MacBook Air laptop will be provided for work use.

Application Process

Individuals interested in applying for the Administrative Assistant position should email a cover letter and resume to MSA's Executive Director, Ian Bannon (he/him), at ian@mayostreetarts.org.

Applicants will be considered on a rolling basis with interviews beginning on Tuesday, August 18. Applications will be accepted until Friday, August 28 at 5:00 PM. The position will begin in early September, on a date to be agreed upon by MSA and the selected applicant.

We encourage applicants of all experience backgrounds to apply.

Specific questions regarding the position, the organization, and/or the application process should be directed to MSA's Executive Director at ian@mayostreetarts.org or (207) 879-4629.

Diversity Statement

MSA is an equal-opportunity employer committed to promoting diversity, equity, and inclusion in the workplace and to hiring staff members who represent, reflect, and understand the wide range of communities and stakeholders we serve. Applicants with racially, ethnically, or culturally diverse identities or backgrounds are encouraged to apply. MSA does not discriminate with regard to applicants or employees with disabilities and will make reasonable accommodations when necessary.

