GCC Work Study Position – 2022
Local Access to Valley Arts (The LAVA Center), 324 Main Street, Greenfield

Job Title: Management Assistant - 12 hours per week

Job Description: This is an exciting opportunity for someone interested in the arts and humanities to gain skills in many facets of operating a community arts center. Our programming includes literary, dramatic, visual, film, and interdisciplinary arts plus our local history project, ECHO Greenfield. This position will involve working closely with and assisting LAVA Center staff and board volunteers with:

- Marketing and social media outreach
- LAVA Center’s Saturday Salon and Thursday evening Gallery hours – assisting in setting up the space, placing outside sign boards, greeting patrons and audience members, communicating Covid policy and procedures, answering questions about events
- Maintaining event calendars and attendance records
- Identifying new audiences for outreach efforts
- Other tasks to be determined by specific interests of the person hired that could include:
  - Videotaping
  - Video editing
  - Creating visual displays
  - Gallery management
  - Stage management
  - Bookkeeping

Required skills, abilities, and dispositions:
- Excellent organizational skills: ability to track tasks and complete them in a timely manner
- Self-starter: take initiative to ask for guidance and to know what to do next when a task is complete
- Excellent communication skills, written and oral
- Ability to work with the public
- Familiarity with one or more social media platforms

Preferred:
- Familiarity with Google Docs, Google Sheets or similar software

Location: The LAVA Center in downtown Greenfield; some remote hours likely. Availability Saturdays 10:30-2:30 and Thursdays 4:30-8:30 preferred.

Primary supervisor: Vanessa Query, LAVA Center manager and program co-coordinator
**Start Date:** As soon as position is filled

**Additional information:** Preference for student willing to return semester to semester, while a student at GCC.

**To apply,** please send resume, statement of interest, and preferred work schedule to jan@localaccess.org