

Sunday, July 31, 2022

Administrative Assistant at Kaatsbaan Cultural Park

Company: Kaatsbaan Cultural Park
Location: Tivoli, NY
Compensation: 35,000

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The D.R.E.A.M. Ring

Administrative Assistant

Full Time - \$35,000

Start date: August 8, 2022 or slightly flexible

This position is based in Tivoli, NY

Kaatsbaan Cultural Park is situated on 153 breathtaking acres in the village of Tivoli, NY in the Hudson Valley. Providing state-of-the art residency and performance spaces to a diverse range of world-class artists since 1990. www.kaatsbaan.org

Kaatsbaan Cultural Park is seeking an Administrative Assistant with superb organizational and communication skills. This position offers administrative and operational support for year-round arts programming. The position is full-time with room for some remote work, flexible schedule, and paid time off. Even if you don't check every one of these boxes, we still encourage you to apply. We are looking for a great person to join our small but mighty team in a hardworking, supportive, and beautiful environment.

Responsibilities Include:

- Box office: oversee entire box office platform, field audience questions, check-in, and ticketing
- Office administration assistance: filing, scanning, ordering, spreadsheets, some finance and HR
- General operations and event/performance work: preparing, setting up for, working events

Qualified Applicants Possesses:

- Preferably knowledge in arts administration and multi-disciplinary arts community
- Flexible availability to accommodate evening and weekend performances and events; work on evenings and weekends is required during performances and other weekend activities
- Highly skilled with technology: MS Office, Adobe, Google Drive, Constant Contact and the ability to quickly learn database platforms
- Must be thoughtful, sensitive, and professional in interactions with artists, staff, partners, and stakeholders
- Ability to multi-task in a fast-paced environment, prioritize workload and meet deadlines, as well as manage details, while being graceful and diplomatic
- Ability to perform tasks associated with a mix of sitting/standing/lifting; ability to lift 40 pounds
- The successful candidate will be a dedicated, enthusiastic, and entrepreneurial individual who works well under pressure in a small team-driven environment. Exceptional organization, hospitality, and problem-solving skills are a must. Outstanding communication skills, and superior attention to detail.

To Apply

Please submit a resume, a simple cover letter, and the names of two contact references to ereck@kaatsbaan.org

Equal Opportunity

Kaatsbaan firmly supports the principle and philosophy of equal opportunity for all individuals, regardless of age, race, gender, sexual orientation, creed, national origin, disability, veteran status or any other protected category pursuant to applicable federal, state, or local law.

Kaatsbaan Cultural Park
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Tivoli, NY, 12583
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