

Friday, November 18, 2022

Administrative + Facilities Assistant

Company: BAX | Brooklyn Arts Exchange
Location: Brooklyn, NY
Compensation: \$16/hr

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ADMINISTRATIVE AND FACILITIES ASSISTANT DESCRIPTION:

(part-time, hourly)

Ideal Start Date: November 23, 2022

Compensation: \$16/hr

The Administrative and Facilities Assistant position is essential to the smooth working of BAX/Brooklyn Arts Exchange, a non-profit community arts center in Park Slope, Brooklyn. The position provides essential support to the staff by directing patrons, taking care of monetary transactions (registration, space rental, box office), and responding promptly to inquiries via email, phone, or in person. This position is often the first face an artist, student, or family sees when they walk into the building or the first point of contact over the phone.

The Administrative and Facilities Assistant position is shared with up to 5 -6 other employees to cover the Front Desk so that BAX remains open seven days a week, 9:00a - 10:00p. Punctuality, responsibility, and accountability are essential in this shared position for the smooth operation of the organization and the building.

Job Hours and Responsibilities:

This position starts immediately with paid training arranged as mutual availability and continues:

Wednesdays 2:15p - 10:30p

Saturdays 3:15p - 10:30p *(includes occasional Box Office responsibilities in coordination with our Production staff)*

- Heavy phone work regarding all aspects of the organization
- Greeting the public (artists, students, families)
- Orienting new artists to rehearsal spaces and booking space
- Database entry
- General correspondence
- Cleaning, including rehearsal studios, hallways, and bathrooms
- Ordering office supplies and putting them away
- Class registration & attendance
- Assistance with mailings and collating/distribution of marketing materials
- Work with Volunteer/Interns
- General administrative support to Senior Staff

Depending on the shift, pick up children at local schools (by foot) and bringing them to our center as part of BAX's After-School Pick-Up program to participate in after-school classes

For weekday evening shifts, Saturday afternoons, and all day Sundays, this person is often the only staff member in the building and bears sole responsibility for opening or closing the building and for coverage at the Front Desk in the BAX Building

Employees should be able and willing to work in a child-friendly, multi-tasking, and, at times, high-stress work environment with many populations and multiple programs. Excellent and timely communication is essential. Impeccable, friendly, and informative customer service is required.

Employees should be able to commit to the work shifts as listed and be exceptionally responsible in having their work shifts covered should an emergency or other reasons arise. We expect current employees and substitutes to work together to keep the Front Desk covered in order for the organization to run smoothly. If there are gaps in coverage, BAX risks pulling other staff from their jobs to fill in or, worst case, closing the building and canceling booked renters. It is incumbent upon Administrative and Facilities Assistants to attend their shifts on time or find full and appropriate coverage if they cannot. Coverage refers to securing a commitment from another employee to attend a work shift in someone's absence AND notifying the direct supervisor of that commitment.

BAX/Brooklyn Arts Exchange is an equal-opportunity employer committed to creating and developing an inclusive staff team. People of color and individuals of diverse backgrounds are strongly encouraged to apply.

BAX requires all permanent employees to provide proof of Covid vaccination. If you have a severe medical exemption, please mention this in your application outreach.

Email application materials to Rodd Denson, Operations Manager, at rodd@bax.org.

BAX | Brooklyn Arts Exchange
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For more information:
Rodd Denson
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