**Cincinnati Academy of Performing Arts**

**Contractor: Administrative Assistant for Arts Program**

*The Mission of the Cincinnati Academy of Performing Arts (CAPA) is to foster and inspire excellence in all of aspects of the performing arts for children and adults within Cincinnati and its surrounding communities through education and public engagement.*

**Overview:** The Administrative Assistant is a part-time, hourly, contract position who will receive direction from the CAPA Executive Director (ED) and is responsible for performing within the guidelines of the CAPA mission. See [www.Cincinnatiapa.org](http://www.Cincinnatiapa.org).

**Key Functions:**

* Manage online registration of students for all CAPA programming including group classes, vocal scholarship competition, and summer camps. This includes marketing the events, managing registrations, communicating with instructors and participants, and other responsibilities.
* Update CAPA website regarding marketing programs and events.
* Working in Google Docs to update pages for easy management of programs including tracking teacher payment and school rosters.
* Assist ED in administrative tasks in relation to summer camps including creating Sign Up Genius, copying materials, making labels, making nametags, assisting with tee shirts.
* Create content, update, and monitor CAPA’s social media accounts.
* Other administrative tasks as needed.

Skills and Preferred Qualifications

* Bachelor’s degree preferred.
* Proficiency or working knowledge of Google, Excel, Constant Contact, social media platforms, and website updating. Knowledge of Flipcause a plus.
* Detailed-oriented; works independently and with initiative.
* Excellent communication skills (oral and written) and inter-personal skills.
* Ability to interact with school administrators, parents and students well.
* Experience working with performing arts and/or children a plus.

Compensation: $17 per hour up to 12 hours per week. Most hours are flexible and remote, with some required in person and events on evenings and weekends. Will receive 1099 if required.

To apply: Submit resume and cover letter to Robin Schwanekamp, Executive Director, [Robin@cincinnatiapa.org](mailto:Robin@cincinnatiapa.org)

Applications will be accepted until April 30, 2024, or until position is filled.