

Job Description

11:11 Print & Design/Orale Project
Interactive Design Office Assistant

Purpose:

To complete clerical tasks for senior-level staff members. A few of the main duties include answering emails and phone calls, scheduling meetings and scheduling interactive design exhibits.

Skills and Qualifications:

If you have previous office assistance experience, interactive design experience, enjoy working with guests, a love for history, and want to work in an environment which encourages friendly customer service, TEAM work, self-development and commitment to fun and excellence, come join our TEAM!

- Proven work experience in customer service
- Knowledge of office management systems and procedures
- MS Office and English proficiency
- Outstanding organizational and time management skills
- Up-to-date with latest office gadgets and applications
- Operate a camera and video camera at basic level
- Ability to multitask and prioritize daily workload
- Excellent verbal and written communications skills
- Discretion and confidentiality
- Self Motivated
- Ability to do research for grants, events, office supplies
- Ability to adapt and quickly learn new systems
- High School degree

Job Duties:

- Act as the point of contact between the manager and internal/external clients
- Screen and direct phone calls and distribute correspondence
- Handle requests and queries appropriately
- Set up interviews with interactive artists for exhibits
- Set up exhibit stations
- Manage and schedule meetings and appointments
- Produce reports, presentations and briefs
- Devise and maintain office filing system
- Run errands as requested
- Coordinate events and speaking engagements
- Draft correspondence such as emails and letters

Compensation: \$20+/hour depending on experience.

Full-time/Part-time: Part-time with the option of additional hours.

Interested candidates should send resume to:

vmarrujo.contact@gmail.com

Subject: Orale Project Assistant Application

Content: Application, Letter of Interest, and may attach resume.

Application Process:

1. Submit your application to the above email address.
2. Application submissions begin September 30, 2024 at 10pm MST and close October 4, 2024 at 5pm MST.
3. As applications are submitted, interviews will be set up for those who meet qualifications.
4. Upon completing the interview, you should hear back with a response within 72 hours.