

Performing Arts Program Assistant

Position Status: Full Time | Salary

Location: on-site at 2801 N. Charles St. Pittsburgh, PA 15214 (North Side)

Parking: Free parking is available on-site for staff members

Benefits: *Fully paid* medical, dental, vision, HRA, FSA, life, and disability (no monthly premium cost to the employee); 401k contribution after eligibility is met; supportive and encouraging work environment with casual dress code

Who We Are:

Urban Impact is a Christian community development nonprofit ministry that desires to see lives holistically transformed in the North Side community one person, one family, and one block at a time who, in turn, make a powerful impact locally and globally for Jesus Christ. Our mission is to do our part in fulfilling Christ's Great Commission on the North Side of Pittsburgh by following His model of holistic ministry by investing in the lives of at-risk children, youth, and their families to develop mature, responsible followers of Jesus Christ. Urban Impact employees are expected to be a living example of the mission of Jesus; our beliefs must not only be understood but lived out in everyday life. If you are a dedicated follower of Jesus Christ and believe you are called to be a fellow worker in this mission, then we invite you to review the duties and qualifications listed below.

Position Summary:

The program assistant position is responsible to provide administrative support to the Performing Arts department, such as entering events and schedules in the master calendar, reserving meetings and vehicles for staff, managing volunteer clearances, and creating and printing the department calendar. Also responsible for production management duties during productions. The Performing Arts Academy specifically requires preparation and assistance running the program, including various administrative responsibilities and the day-of-program set up and execution.

Responsibilities:

- Assist the Performing Arts office by
 - Entering events and schedules in the master calendar
 - Reserving meetings and vehicles for staff
 - Creating agendas
 - Managing PA volunteer clearances
 - Scheduling volunteer interviews
 - Corresponding frequently with parents and volunteers
 - Occasionally ordering food for events
 - Attending all staff and production meetings as needed
 - Picking up program and/or performance supplies as needed
- Assist the Manager of Performing Arts Academy by
 - Communicating with Marketing for program catalog
 - Reserving space for classes
 - Creating classes and organizing into a schedule
 - Scheduling interviews
 - Inputting registration forms, payments, and class information into the database
 - Managing student attendance

- Managing food charts
 - Setting up and tearing down on Thursday nights
 - Filling the role of principal at program, administering Urban Impact's Performing Arts Department discipline policy during program hours
- Production manager duties
 - Reserving space
 - Creating production calendar with program managers
 - Scheduling and facilitating all production meetings
 - Creating the agenda for production meetings with program managers
 - Responsible for obtaining the rights/contract for productions
 - Manage timely communication with production team and others involved in the production.
 - Creating rehearsal schedules with program managers
 - Working backstage during tech rehearsals and production
- Additional Responsibilities
 - Assist the organization in carrying out the spiritual mission of Urban Impact
 - Assist in leading others in spiritual maturity
 - Pray for UIF students and families individually or as a group on a regular basis.
 - Assist others in participating in religious activities

Required Education, Skills and Experience:

- Driver's license and clear driving record
- Proficiency in Microsoft Outlook, Word, Excel, and PowerPoint
- Strong oral and written communication skills
- High level of comfort with technology
- Strong organizational skills
- Detail oriented
- Ability to work under pressure
- Demonstrates a servant's attitude and team mindset
- Ability to work well in a non-structured environment
- Flexible and adaptable in a rapidly changing environment
- Ability to communicate with all levels of personnel and volunteers
- Takes initiative

Preferred Education, Skills and Experience:

- 2-3 years' experience in administrative role
- Bachelor's degree
- Preferred personal vehicle for picking up department supplies

Travel required

Frequent movement between program sites on the Northside and occasionally within the greater Pittsburgh area.

Clearances Required:

National and state background clearances will be required.

Organizational Requirements:

- Three-year commitment
- Urban Impact employees are expected to align with the organization's faith-based mission and be a living example of the mission of Jesus. At Urban Impact Foundation, we don't just want our staff to be highly qualified in their professional skills. Since ministry is a holy calling, our staff must be believers in and committed followers of Jesus Christ, morally sound, and committed to the vision of Urban Impact. We require that our spiritual beliefs, detailed at <https://uifpgh.org/our-beliefs>, are not only to be understood and believed, but also lived out in the everyday lives of our staff.

How to Apply:

If you are interested in a growing, dynamic ministry and possess the job qualifications listed above, please email your resume, a cover letter of interest, and a brief statement of faith to: humanresources@uifpgh.org. All three items must be submitted.

This description is not intended and should not be construed to be an exhaustive list of all responsibilities, skills, efforts or working conditions associated with this job. It is intended to be an accurate reflection of the essential job elements.