



# CITY OF NEWBERRY

S O U T H C A R O L I N A

## HUMAN RESOURCES DEPARTMENT

**Position:** Assistant Art Program Coordinator (Part-time)

**Department:** Newberry Arts Center - A Division of the Parks, Recreation and Tourism Dept.

### General Position Overview:

If you are an engaging, team-oriented, flexible, approachable, artistic and socially dynamic individual looking for a challenging and rewarding *part-time* work experience, we invite you to join a growing, nationally recognized arts center.

### Job Duties

In this position, under direct supervision, you will perform various functions primarily related to programs associated with the Newberry Arts Center. Your work will involve providing exceptional customer service, assistance and support for all aspects of the arts programs, communicating and interacting with the public, coordinating, and setting up communication for the various programs for children and adults. Some other responsibilities will include providing detailed and accurate administrative support to the Arts Center and related programs within the Parks, Recreation and Tourism Department. The Assistant Art Program Coordinator will work with the Program Coordinator and the City Public Relations Department to promote the Arts Center program through social media, print and other marketing material. This position reports to the Programs Manager for the Newberry Arts Center.

### Minimum Qualifications and Experience:

- Must be out-going, energetic, creative, and demonstrate a high level of customer service and detail orientation.
- Must be able to work a flexible, part-time schedule which will include days, occasional evenings and weekends of 20-24 hours per week.
- Requires a high school diploma supplemented by nine to twelve months of related work experience; or an equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities.
- Preferred experience with Word, Adobe Photoshop and Illustrator
- All applicants must possess a valid South Carolina driver's license.

**Application Deadline:** October 14, 2020 at 5pm

**Hourly Position:** \$10.00 per hour

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**“City of Friendly Folks”**

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[www.cityofnewberry.com](http://www.cityofnewberry.com)

[www.visitnewberrysc.com](http://www.visitnewberrysc.com)

Applications may be mailed to: City of Newberry, Attn: HR, P.O. Box 538, Newberry, SC 29108, emailed to [hr@cityofnewberry.com](mailto:hr@cityofnewberry.com) or faxed to 803-321-3659. Applications may be obtained on the City's webpage at <https://www.cityofnewberry.com/careers> or by contacting Human Resources at 803-321-1000. Applicants may request an **application in-person at City Hall 1330 College Street, Newberry, SC 29018 between 8:30 a.m. and 5:00 p.m. Monday – Friday.**

**The City of Newberry is an Equal Opportunity Employer** ~ *This organization is inclusive and diverse and encourages all people meeting the required qualifications to apply.*

*The City of Newberry is a vibrant, growing, municipality! We invest in our employees and encourage them to grow and develop in their positions and grow careers with the City. If you want a long-term opportunity within an exciting organization, this position may be for you.*