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**Federal Work Study
Job Description Form**

Job Title: Administrative Assitant

Desired No. of Hires: 2

Department or Organization: The Performance Project

Address (Off campus only): 1365 Main St, Springfield, MA 01103 (not mailing address)

Supervisor: Julie Lichtenberg

Designee:

Office:

Office:

Phone: 413-374-4938

Phone:

Email: info@performanceproject.org

Email:

General Job Description:

Attached

Detailed List of Duties:

Attached

Opportunities for Advancement: *Please list those duties an employee can expect to learn in terms of job growth, if rehired.*

This is an opportunity for a student to gain an understanding of some of the inner workings of a small community based non-profit arts organization and learn some administrative skills.

Responsibility Involved: *Consider responsibility for direction of others, service to the public, equipment or materials used, and the amount of confidentiality required.* Attached

Skills and/or previous experience desired:

Attached

Amount of supervision required:

Regular Occasional Minimal

Student employees are not permitted to work without any supervision.

Hours desired to cover (evening, weekend, etc.):

Schedule is flexible. We can work with students' schedule.

How to Apply: Contact supervisor/designee listed above.

Completed and Submitted By:

Julie Lichtenberg

Print Name of Supervisor

Title

8/9/2024

Date



Administration Support for Non-Profit Arts Organization

Work-Study – Community Engagement - Internships (*unpaid*)

FALL 2024/ SPRING 2025

The Performance Project is an arts, social justice, and inter-generational mentoring program for youth based in Hampden County. First Generation members, ages 14-22 create and perform original, multi-lingual physical theater based on their life experiences and personal narratives.

First Generation members and college interns mentor children in our Ubuntu Arts Community at Sullivan School in Holyoke (or in creative zoom gatherings if needed).

Majors and Interests

Non-profit or program management, arts, arts management, youthwork/youth development, communications, social justice, community development, fundraising and grant research.

Skills

- Strong writing, communication, and computer skills.
- Confident on the phone, or willing to develop confidence!
- Organized and detail oriented.
- Reliable and committed to follow through and deadlines.
- Familiarity with Google Workspace ideal.

Responsibilities Might Include

- Develop and/or write content for newsletters, website, and press releases collaborating with director. ● Email outreach to community organizations, colleges, student groups, local businesses.
- Transcribe First Generation script materials from audio.
- Support fundraising initiatives.
- Event Support: Outreach for community and fundraising events.
- Phone outreach.
- Data entry and compilation.

WEBSITE: performanceproject.org

SCHEDULE: Flexible

LOCATION: Virtual or in person

CONTACT: Julie Lichtenberg

Email: info@performanceproject.org **Ph:** (413) 374-4938

We strongly encourage BIPOC students to apply and/or reach out for more information about this opportunity.