

CONSERVANCY

for CUYAHOGA VALLEY NATIONAL PARK

JOB TITLE: Cultural Arts Assistant
Location: Hines Hill Administration Building & Happy Days Lodge
Reports To: Director of Programs
FLSA Status: Seasonal position – Non-exempt
Dates: May 28 to August 24

1. Job Duties and Responsibilities:

- Serve as the assistant to the Director of Programs (DOP) for: all concerts in the Cuyahoga Valley National Park Concert Series; public lectures as part of the Conservancy's Lyceum lecture series; adult education programs offered through the Cuyahoga Valley Institute.
- Assist DOP with Cuyahoga Valley Institute (CVI) projects, including event planning for all CVI events and workshops, as needed.
- Assist DOP and the Director of Marketing, by gathering appropriate information for Cultural Arts related promotions, to be used across the Conservancy's multiple promotional platforms, in print and digital media. Post promotional information about Cultural Arts programs on a variety of online calendars, media outlets, and other websites.
- Update and maintain information pertaining to Cultural Arts programs on the Conservancy's website and related web platforms, as needed.
- Assist with supervision of volunteers at Cultural Arts events.
- Serve as contact person for Cuyahoga Valley Photographic Society (CVPS) day of event programs and other CVPS program related responsibilities.
- Assist DOP with new program development.
- Assist other Conservancy Departments as assigned.

2. Requirements:

- High School diploma, Associates or Bachelor's degree desired but not required.
- Excellent organizational and time management skills.
- Proven capacity to successfully multi-task in a fast-paced environment with demonstrated personal traits of sense of humor, maturity and grace under pressure.
- Capacity to adapt to changing priorities and balance competing assignments is necessary.
- Proficiency in various Microsoft Office and related software programs. Ability to utilize technology and social media as a research tool.

- Excellent interpersonal and communication skills (verbal and written).
- Self-motivated, directed and detail oriented.
- Able to work a flexible schedule, including weekdays, weekends, holidays and evenings.
- Must be able to work well in a team environment.

3. Job Specifications

- The employee must be able to participate in two way or multi dimensional communications with multiple people.
- Must be able to perform the essential functions of the job satisfactorily as outlined in this job description. Where necessary for a qualified individual with a disability to perform the essential functions of the job, reasonable accommodations will be provided. While performing the duties of this job the employee is often exposed to outside weather conditions while working at outdoor concerts. The employee will be on his/her feet for hours at a time and will be moving and lifting heavy equipment, chairs, tables, etc. The noise level in the office environment is moderate to quiet. The noise level at concerts is amplified and can be very loud. Employees are regularly required to stay stationary in an office environment.
- This position requires bending, walking and significant periods of time standing.
- This position requires lifting sound equipment and other items that may weigh as much as 50 pounds.
- This position requires significant amounts of keyboarding.
- This position requires moderate amounts of time on the telephone.
- Employee must have a valid driver's license and meet our driving record policy.
- The employee must be able to participate in two way or multi dimensional communications with multiple people.
- All employees of the Conservancy for Cuyahoga Valley National Park are required to provide information for a criminal record and background check. Some positions require that the employee must be fingerprinted for a criminal record check in the state of Ohio and for a FBI criminal record check if the employee has not lived in Ohio for the last 5 years.

4. To Apply

- Send résumé and cover letter to apply@forcvnp.org with the position title as subject line.