



Assistant to the Executive Director

Part-Time

About Artmorpheus

Artmorpheus equips artists, creative and social entrepreneurs with the tools to sustain and scale their enterprises, thereby transforming their communities. By supporting the creative sector, we strive to strengthen local economies and enhance community vibrancy. Since its founding in 2010, Artmorpheus has connected more than 1,500 creative minds with tools to sustain and grow their businesses, enrich communities and strengthen creative economies. Artmorpheus programs and projects include:

Fairmount Innovation Lab

The Fairmount Innovation Lab is a cross-sector lab, incubator, and accelerator for elevating, launching and growing creative and social enterprises along the Fairmount Commuter Rail Line.

Artists Help Desk

Artists Help Desk offers artists of various disciplines the opportunity to sign up for one-on-one consultations with a range of industry professionals to gain practical and professional advice on a range of matters.

By Artists for Artists, Makers and Creative Entrepreneurs

By Artists for Artists is a survey to assess the needs and circumstances of working artists/creatives in Massachusetts, conducted by Artmorpheus in collaboration with the Massachusetts Artists Leaders Coalition (MALC). It is a follow-up to *Stand Up and Be Counted*, MALC's 2009 survey, to ensure that the voices of Massachusetts artists of all disciplines are heard and that policies and legislation benefit our creative communities. Our mission is to strengthen the existing ecosystem by aligning, connecting and developing resources that will have the greatest impact to retain and grow the creative sector.

About the Position

The Assistant to the Executive Director will play an integral role in helping to enable and amplify the impact of the organization.

The ideal candidate is pro-active and can multitask and balance multiple projects in close consultation and collaboration with the Executive Director and other support staff, while also maintaining the ability to work independently. The two primary focuses of the position will be operations and communications, with a secondary emphasis on fundraising and development. Importantly, the right candidate will also be a willing and capable ambassador on behalf of the organization, promulgating the mission and goals of the organization together with (and sometimes on behalf of) the Executive Director.

Responsibilities

- Manage organization communications, including drafting and editing messages, announcements, newsletters and memos on behalf of the Executive Director
- Facilitating external communications on behalf of the ED
- Oversee office needs and create and manage organizational systems
- Help create donor cultivation systems and events
- Assist with updating and managing the Artmorpheus website on an ongoing basis



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- Provide support for a range of external events, including trainings and workshops, while assisting in outreach efforts to ensure meaningful community participation
- Assist with collecting and managing relevant data collection across the range of Artmorpheus' programming
- Assist Executive Director in ensuring that all development campaigns and grant proposals are executed accurately and in a timely manner
- Represent the Executive Director during external events and meetings, where appropriate, sharing Artmorpheus' work with potential partner organizations and funders
- Coordinate with the Board of Directors, including preparation and administrative oversight of Board meetings
- Maintain the confidentiality of the organization
- Other duties as assigned

Qualifications

- Commitment to economic and social justice
- Strong interpersonal skills
- Outstanding organizational and planning skills
- Excellent communication skills, written and verbal
- Strength in working both as part of a team and independently
- Track record of being a self-starter who is prepared and ready to step in and lead when necessary
- Tech savvy, in particular with social media platforms, and comfort and knowledge of MS Office and web research, with an interest and ability in learning other relevant programs

Location: Time to be divided between Artmorpheus' administrative office at the Boston Center for the Arts (539 Tremont St, Boston 02116) and the Fairmount Innovation Lab, an initiative of Artmorpheus, at 594 Columbia Road, Dorchester 02125)

Salary: \$19,000-\$21,000, commensurate with experience and skills.

Hours: This is a 20-hour-per-week position, with potential to expand.

To Apply: Please send your résumé and letter of interest to info@artmorpheus.org. Please include "Assistant to the Executive Director" in the subject line. We are accepting applications on a rolling basis.

PLEASE NOTE: Candidates who do not provide salary requirements will not be considered for an interview.

Artmorpheus is an equal opportunity employer and is committed to diversity in the workplace by maintaining a staff that represents the traditions and voices of contemporary Boston.