



Temporary Administrative Assistant | Job Description

Photographic Center Northwest (PCNW) is an education institution teaching people how to see. Through our 53-credit Certificate Program, classes and workshops, free exhibitions and public programs, and publicly accessible photographic facilities we teach the history and future of photography. Learn more about PCNW at www.pcnw.org.

PCNW is hiring for an Administrative Assistant on a temporary/contract basis to serve in front desk administration and support to the staff. We are looking for a highly responsible, detail-oriented, organized individual who is great with people. This person is the "face" of our organization, serving at the front desk of our building, and representing our core values of rigorous education, artistic excellence and fostering creativity. Responsibilities range from registering students for classes to processing memberships to answering questions and providing information about our exhibitions. We are searching for someone who is positive, proactive, detail-oriented, outgoing, and is open to jumping in to help where needed.

This position pays \$15/hour. Reports to Jennifer Brendicke, Registrar.

Contract Term | Anticipated March 23 – June 14, 2020 for 22 hours per week (training may begin earlier and contract term may start before March 23), with option to remain on-call as substitute for permanent staff after contract term. **Weekly: Mix of daytime, evening and weekend shifts.** PCNW is open to the public Monday–Thursday 12pm–9pm, Saturday and Sunday 12–6pm.

Benefits | This is a temporary/contract position, offering:

- Free use of PCNW's darkroom, digital lab, and studio facilities during contract term
- Parking Pass for duration of contract term
- Free enrollment in one workshop for duration of contract term, restrictions apply and subject to availability

Essential Job Duties

- Providing a welcoming introduction to PCNW through friendly, attentive customer service to students, members, practitioners, and the general public
- Orienting visitors to PCNW and to current gallery exhibitions
- Helping to promote and transact facility rental, membership, class/workshop registration, and occasional gallery sales
- Maintaining consistent communication with other front desk staff and program staff to ensure our programs and facilities are running smoothly
- Opening and Closing duties, including reconciling the till and compiling deposits
- Managing a multi-line phone system and responding to messages in a timely and friendly manner
- Accurate use of our POS / QuickBooks system, including cash and credit card transactions
- Assisting clients and students with questions about our facilities (darkroom, studio and digital labs) and programs
- Enforcing safety and other rules and regulations
- General light cleaning and organization of office areas
- Lifting, standing, and climbing ladders may be required on occasion

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Required Qualifications

- Customer Service Experience
- Experience with a POS system, QuickBooks and/or handling financial transactions
- Proficiency in Microsoft Office Suite (especially Word and Excel)
- Experience working effectively in positions requiring multi-tasking and good organization skills
- Excellent communication skills, verbal and written
- It is essential that the person in this role is reliable: a dedication to being on time, present during shifts, and completing the job requirements
- Ability to accomplish the physical aspects of the position, including lifting up to 50lbs, standing and sitting for long periods, climbing ladders, and cleaning.

Preferred Qualifications

- Prior administrative experience preferred
- A love for a fast paced work environment and troubleshooting
- A comfort level with approaching and welcoming visitors, and being outgoing with assisting others
- A self-starter with a go-getter attitude and openness to helping other team members

APPLY | DEADLINE: February 17, 2020

Send your cover letter and resumé to opportunities@pcnw.org, with the subject line: **“Temporary Administrative Assistant Position at PCNW”**. Women, POC, and LGBTQ identifying individuals are encouraged to apply. Please no phone calls or other inquiries. We will be in touch if we are interested in scheduling an interview.

PCNW is an equal opportunity employer. PCNW does not discriminate on the basis of race, color, gender, marital status, sexual orientation, political orientation, political ideology, age, creed, religion, ancestry, national origin, or the presence of any sensory, mental or physical disability.