

# CITY OF TEMPE

## Part-Time Employment Opportunity



Community Services Department · Arts & Culture Division · 3340 S. Rural Road · 480-350-5034 · [www.tempe.gov/EdnaArts](http://www.tempe.gov/EdnaArts)

### Arts Office Assistant

(Arts and Culture Division – Edna Vihel Arts Center)

- Closing Date:** Open until filled; first review of applications on April 8, 2019
- Hourly Wage:** \$12.00-14.00 per hour
- Work Schedule:** 19-28 hours per week; flexible scheduling Monday–Saturday

#### **This is a non-benefited position.**

Tempe Arts & Culture seeks an Arts Office Assistant to work at the front desk of the Edna Vihel Arts Center (Edna Arts) on Rural Road and Southern Avenue. Tasks include administrative duties, class registration, accounting and marketing for the arts education programming. This role requires customer service skills, creativity, attention to detail, and project management skills.

**Education and/or Experience:** Requires comprehensive computer skills; Responsible clerical experience including public contact; Related professional experience and/or completed course work in the visual arts, performing arts, arts education, communications, public relations, or marketing.

#### **Essential Job Functions:**

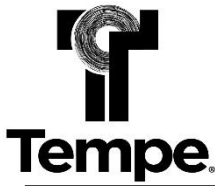
- Assist Arts Coordinator with the implementation of all arts education programming and registration, front desk coverage, and Edna Arts facility operations.
- Assist customers and patrons by answering questions related to the art education programming and processing registrations, scholarships, refunds and payments.
- Assist instructors with classroom set-up, printing rosters, ordering supplies, reminder calls to patrons, collecting and compiling patron surveys.
- Establish and maintain filing systems and financial reports; perform record keeping and track budgets for various programs. Compile and organize data for financial, operational and special project reports.
- Regularly update and maintain website content. Assist with creating content for social media posts, press releases, fliers, marketing materials to promote and market arts education programming.
- Must have good written and verbal communication skills. Respond to inquiries from public, city staff, and arts instructors via telephone, e-mail, and written correspondence.
- Ability to work on multiple concurrent projects and demonstrate effective time management and organization skills. Initiative and self-starter skills are essential.

**Applicant Requirement:** Requires successful completion of selection process, completion of background investigation and verification of identity/work authorization.

**Email Resume and Application to: [Dani\\_Godreau@tempe.gov](mailto:Dani_Godreau@tempe.gov)**

For questions, please contact: Dani Godreau at 480-350-5034

An equal opportunity/reasonable accommodation employer



# Temporary Employment Application

Community Services | Arts & Culture Division | [www.tempe.gov/ARTS](http://www.tempe.gov/ARTS)

Last Name:		First Name:		MI:
Street Address:			City, State, Zip	
Phone Number:		E-Mail Address:		

Position(s) applying for \_\_\_\_\_

Do you possess a valid Driver's License (may be required for certain positions)?  Yes  No

Your age group is?  15-17 years  18-20 years  21 years+

Are you a U.S. Citizen or a non-U.S. Citizen authorized to work in the United States?  Yes  No

Have you ever worked for the City of Tempe?  Yes  No

If yes, from \_\_\_\_\_ (mm/yy) to \_\_\_\_\_ (mm/yy)

Are you related to any member of the Tempe City Council or any Tempe Commission/Board Member, or any City of Tempe employee?  Yes  No If yes, please indicate his/her name, position, and relationship to you:

---



---



---

To assist us with verifying previous work experience and /or education, please list other names you have gone by:

---

Are you a veteran?  Yes  No

NOTE: If you are claiming Civil Service Preference for Veterans under ARS 38-492, you must submit a copy of your DD214 (Member-2 or 4) at the time you are invited to a testing process.

Dates available: From \_\_\_\_\_ To \_\_\_\_\_

Please specify times you are available to work on the chart below.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Have you obtained a high school diploma or a high school equivalent certification?  Yes  No

If no, please indicate your highest grade level completed \_\_\_\_\_

**Education from an accredited College/University:**

College:	Major:	Type of Degree:	Degree Completed:
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

**Trade and/or Technical Schools:**

Trade/Technical School:	Subject Studied:	Type of Degree:	Degree Completed:
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

**Certification or Registration (CPR, First Aid, Adv. Lifesaving, Lifeguard Training, W.S.I etc.)**

Type of Professional Registration, License, and/or Certification:	License Number (if applicable):	Date Received:	Expiration Date (if applicable):

**Special training *that relates to this position*:**

---



---

**List computer software program(s) with which you are proficient in operating *that relate to this position*:**

---



---



---

**Language Proficiency (other than English):**

Language:	Speak:	Read:	Write:
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Begin with your present or most recent position. List all jobs, paid or volunteer, for at least the past ten years. Your qualifications will be evaluated **solely** on the application form and, if applicable, any supplemental questionnaire(s).

**DO NOT WRITE "SEE RESUME" IN THE SPACES BELOW.**

---

Place of Employment or Volunteer Experience:

---

Address:

---

Phone:

---

Job Title:

---

Employees Supervised:

---

Supervisor (Name/Title/Phone):

---

Employment Dates (mm/yy):

---

Hours Per Week:

---

Wage: \$            per

---

Work Performed:

---

---

---

---

---

Reason for Leaving:

---

---

Place of Employment or Volunteer Experience:

---

Address:

---

Phone:

---

Job Title:

---

Employees Supervised:

---

Supervisor (Name/Title/Phone):

---

Employment Dates (mm/yy):

---

Hours per Week:

---

Wage: \$            per

---

Work Performed:

---

---

---

---

---

Reason for Leaving:

---

---

Place of Employment or Volunteer Experience:

---

Address:

---

Phone:

---

Job Title:

---

Employees Supervised:

---

Supervisor (Name/Title/Phone):

---

Employment Dates (mm/yy):

---

Hours Per Week:

---

Wage: \$            per

---

Work Performed:

---

---

---

---

---

Reason for Leaving:

---

---

Place of Employment or Volunteer Experience: \_\_\_\_\_

---

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

---

Job Title: \_\_\_\_\_ Employees Supervised: \_\_\_\_\_

---

Supervisor (Name/Title/Phone): \_\_\_\_\_

---

Employment Dates (mm/yy): \_\_\_\_\_

---

Hours Per Week: \_\_\_\_\_ Wage: \$ \_\_\_\_\_ per \_\_\_\_\_

---

Work Performed: \_\_\_\_\_

---

\_\_\_\_\_

---

Reason for Leaving: \_\_\_\_\_

---

**Have you ever been requested or forced to resign from a position for misconduct or unsatisfactory service?**

Yes  No *If Yes, please explain:*

---



---



---

<b>PLEASE READ THIS STATEMENT AND CAREFULLY REVIEW YOUR ENTIRE APPLICATION MATERIAL BEFORE SIGNING BELOW.</b>		
<p>I certify that all statements made on the application form and, if applicable, any supplemental questionnaire(s) are true and complete. I understand that any omission, misstatement, or falsification may be cause for rejection of this application, removal of my name from an eligibility list(s), and/or discharge from City Service. In addition, I authorize any individual, company, organization, or institution to release any and all information concerning statements made by me on this application, and I do hereby release all parties and individuals connected therewith from all liabilities for any damages whatsoever incurred in furnishing such information.</p>		
Print Applicant's Name	Applicant Signature	Date

<b><u>FOR ADMINISTRATIVE USE ONLY</u></b>	
Job Code: _____	Cost Center: _____
Title: _____	Hourly Wage: _____
Supervisor: _____	Weekly Hours: _____