



CONTACT

COMMUNITY ARTS PHOENIXVILLE
207 Bridge St. Phoenixville, PA
communityartsphoenixville.org
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ABOUT CAP

Community Arts Phoenixville is an arts organization located in the heart of downtown Phoenixville, PA. It is the mission of CAP to nurture creative and community living by providing quality art classes, workshops, programs, events, and exhibitions.

Community Arts Phoenixville is an enterprise within the larger organization Camphill Soltane. Learn more at camphillsoltane.org.

Community Arts Phoenixville does not discriminate on the basis of race, sexual orientation, national origin, religious creed, disability, or age.

COMMUNITY ARTS PHOENIXVILLE

Administration Manager

ABOUT THE POSITION

Community Arts Phoenixville is looking to hire a part time Administration Manager. This is a 20 hours a week position. Some weekend and evening availability is required.

The main function of the Administration Manager is to oversee the registration process for all CAP classes, workshops, and events. This will involve the scheduling of classes, processing orders, paying teachers, and communicating with students, teachers, and the general public. Additionally the Administration Manager will help in the promotion of CAP programs through the website and social media; and help with events and programs as needed.

QUALIFICATIONS/REQUIREMENTS

Experience in art making.
Organization skills, office management skills and experience.
Computer skills and general knowledge of the google suite.
Some experience with managing finances.
Must be able to work with a team.
Good written and spoken communication skills needed.
Ability to actively listen, communicate clearly, and think creatively.

TO APPLY

To apply please email resume and cover letter to kpelle@camphillsoltane.org. Please include "CAP Administration Manager" in the subject line.