

The Decorative Arts Trust

Educational Programs Assistant

Description

[The Decorative Arts Trust](#), a non-profit organization operating in Media, PA, and Charleston, SC, is seeking a full-time Educational Programs Assistant to facilitate the development of all domestic and international initiatives. This colleague helps our Manager of Educational Programs develop in-person and virtual educational programs for our national membership base tied to decorative and fine art, architecture, and gardens.

Job Responsibilities

The Trust's Educational Programs Assistant contributes to a broad variety of events with our Manager of Educational Programs.

- Assists in organizing domestic and international programs and virtual lectures, tours, and object share videos
- Serves as a contact with program registrants, monitoring requests for information and communication in advance of and following programs
- Liaises with program hosts, speakers, and guides to coordinate the program schedules; as well as arrange requisite hotels, transportation, and catering
- Compiles educational content for distribution to participants in advance of programs
- Maintains and compiles statistics on programs
- Evaluates event data to ensure continuous improvement and effective results

Working in conjunction with the Manager of Communications and Marketing, the Educational Programs Assistant also:

- Helps develop program brochures and registration forms for all events
- Assists with programming-related content for *The Magazine of the Decorative Arts Trust*, *The Decorative Arts Trust Bulletin*, the Trust's website, and social media

Working in conjunction with the Membership Coordinator, the Manager of Educational Programs also:

- Assists in planning and orchestrating benefit events for the Trust's upper-level members and donors
- Assists in planning and recording online programs specifically for the Trust's membership community

Necessary skills

- Bachelor's degree or equivalent professional experience required
- Experience in event planning, development, donor engagement, coordinating travel programs, or another component of the cultural sector
- Familiarity with Google suite or similar online collaborative software
- Demonstrated ability to:
 - work independently and as well as collaboratively with a team
 - manage multiple tasks while adapting to an evolving calendar
 - communicate effectively through a variety of methods, both print and digital
 - orchestrate and capture virtual programs, including tours, lectures, and panel discussions, through video recordings, Zoom, YouTube, and other online platforms
- Highly organized with strong personal initiative
- Outgoing, positive, and friendly demeanor
- Detail-oriented approach to managing projects and logistics

Compensation

- \$40,000-\$45,000 salary; retirement plan; health insurance
- Paid annual leave and sick leave along with holidays

Work location

- The ideal applicant will be located near or willing to relocate near Media, PA, or Charleston, SC, with the expectation that they will blend work on site with the possibility of limited remote work.

Application process

- Interested parties should send a letter of interest and CV or résumé to Matthew A. Thurlow, Executive Director, at mthurlow@decorativeartstrust.org. Applications will be accepted until the position is filled.