



The Decorative Arts Trust
Educational Programs Assistant

Description

[The Decorative Arts Trust](#), a nonprofit 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 Educational Programs Manager and Coordinator create in-person and virtual educational programs tied to decorative and fine art, architecture, and gardens for our national membership base.

Job Responsibilities

The Trust's Educational Programs Assistant contributes to a broad variety of events alongside our Educational Programs Manager and Coordinator:

- Assists in organizing domestic and international programs
- Oversees the development and execution of virtual programs
- Serves as a contact with program registrants, monitoring requests for information, payment, and communication in advance of and following programs
- Compiles educational content for distribution to participants in advance of programs
- Maintains and compiles statistics on programs

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

- Program brochures and registration forms for all events
- Programming-related content for *The Magazine of the Decorative Arts Trust*, *The Decorative Arts Trust Bulletin*, the Trust's website, and social media outlets

Necessary skills

- Bachelor's degree or equivalent professional experience required
- Experience in event planning, development, donor engagement, 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
- design and develop interactive, online learning experiences using a variety of digital tools and platforms
- Highly organized with strong personal initiative
- Outgoing, positive, and friendly demeanor
- Ability to promptly and professionally interact with customers, clients, and other individuals via phone calls and emails to handle inquiries, provide information, and resolve issues
- Detail-oriented approach to managing projects and logistics

Compensation

- \$45,000-\$50,000 salary; retirement plan; health and dental insurance
- Paid annual leave and sick leave along with holidays

Work location

- The ideal applicant will be located near or willing to relocate near Charleston, SC. This position follows a hybrid work structure where the employee will work remotely or from a shared workspace on a predetermined schedule and as needed, based on demands of specific tasks.

Application process

- Interested parties should send a letter of interest and CV or résumé to Catherine A. Carlisle, Manager of Educational Programs, at ccarlisle@decorativeartstrust.org. Applications will be accepted until the position is filled.

January 2025