

Administrative Assistant & Residency Associate

Pine Meadow Ranch Center for Arts & Agriculture and The Roundhouse Foundation

Title: Administrative Assistant & Residency Associate

Status: Full-Time; Non-Exempt

Hours: Monday-Friday; 8:30am – 5pm; occasional nights and weekends

Reports to: Arts Project Coordinator

About the Foundation

The Roundhouse Foundation is a private family foundation based in Sisters, Oregon, with a mission to support creative projects and organizations through art, environmental conservation, social services, community leadership, and education. The Foundation's vision is to create a positive impact through collaboration in communities by encouraging creative problem solving, supporting innovative programming, and stimulating the economy. Roundhouse Foundation employees embrace and advance the common values of the organization: community enrichment, cross-generational support, arts and cultural awareness, and catalyzing change.

Pine Meadow Ranch Center for the Arts & Agriculture, a program of The Roundhouse Foundation, is a 260-acre working ranch serving as a learning lab for conservation, regenerative agricultural practices and creatively supporting economic development in a rural community. The Ranch also hosts a seasonal artist in residence program. The vision of the PMRCCA is to improve the well-being of people and place through the arts, stewardship, and sustainable agriculture, with the goal of preserving the land, views, and other assets of the historic ranch for years to come.

Position Overview

The Administrative Assistant & Residency Associate supports office operations of the Roundhouse Foundation and PMRCAA as well as the Artist/Educator in Residence Program. They will work closely with the Director of Foundation Operations to ensure daily tasks and special projects are completed on behalf of the office. They will also assist Foundation staff as requested to help provide content for digital media platforms as well as assist with coordinating meetings and staff events for the Foundation.

This position serves as a concierge for residents throughout their stay at PMRCAA and works alongside PMRCAA staff to ensure residents are communicated with and able to connect with Central Oregon Community Partners. They will also support day-to-day internal operations of PMRCAA to ensure the residency program runs smoothly. In addition, they will work closely with both the Arts and Operations teams of PMRCAA assisting and providing information for the jury process, be a liaison for the program within the local arts, conservation and education community and become familiar with local experts that may be a resource for the residents. The Associate coordinates special events and workshops at the PMRCAA with direction from the PMRCAA Team.

Essential Duties and Responsibilities:

- Serve as a day-to-day office support person for the PMRCAA and Foundation including ensuring office phones and drop-ins are managed on a professional level.

- Additional daily tasks may include receiving and distributing mail and packages; stock office and pantry supplies as required; check general email inbox and respond accordingly.
- Work with PMRCAA staff to ensure Residence program is managed and maintained with high standards, including but not limited to:
 - Serving as an informed attendant with regard to local services for artists and other visitors;
 - Coordinating regular cleaning for residency and PMRCAA studio spaces;
 - Ensuring pantry and other supplies are stocked for residents and visitors to PMRCA.
 - Facilitating encounters with local artists for Residents
- Support the PMRCAA staff in researching and creating content for biannual anthologies, exhibition catalogues and any other publications as required.
- Assist in planning, organization, installation and deinstallation of exhibitions as required.
- Plan, implement and provide day-of support for events for the PMRCAA including Days of Inspiration, Community Meet & Greets, educational visits, agricultural demonstrations and other special events as directed.
- Plan event details and aspects including but not limited to traffic flow, meals, seating if required, etc. Work with Foundation staff to ensure event details are promoted internally and externally and performed at a superior level.
- Work within a given budget for each event and activity.
- Managing events and addressing potential problems that may arise; including planning for potential scenarios that could impact the integrity of events.
- Support PMRCAA Operations Team in agriculture, conservation, and educational community outreach and related visits to the facility.
- Assist in creating content for PMRCAA digital media platforms.
- Support the PMRCAA and Foundation staff as appropriate.
- Other duties as directed.

Minimum Qualifications

- Minimum 2+ years prior experience in the office management, public relations, or hospitality.
- Experience working or volunteering with non-profits and/or arts/environmental organizations.
- Experience in event creation/management
- Knowledge of or an interest in learning about the arts, education and creative expression.
- Exceptional organizational skills; critical thinker and natural networker.
- Outstanding customer service skills.
- Results oriented with a demonstrated ability to problem solve collaboratively and independently.
- Exceptional verbal/written communication skills.
- Exceptional interpersonal and relationship-building skills.
- Ability to deal with sensitive issues, escalating these to the supervisor or other appropriate staff in an expeditious, professional manner.
- Demonstrated ability to manage multiple tasks and prioritize without direct supervision.
- Demonstrated ability to complete tasks in a timely manner.
- Personal qualities: integrity, confidentiality and a commitment to the Foundation's mission and values.

Preferred Qualifications

- Bachelor's Degree in arts, hospitality, marketing, or special events related field.
- Demonstrated experience with arts and/or conservation programming.
- Deep understanding of Oregon's art scene.

- Relationships with central Oregon artists and arts organizations.
- Lived rural experience.
- Multi-Lingual, Spanish preferred.

Compensation

This is a non-exempt full-time employee position. Position compensation is \$20.00-\$31.00/hour DOE. Roundhouse Foundation provides group health insurance coverage (medical, dental, vision) for eligible employees working an average of at least 30 hours per week, subject to the terms of the health insurance plan.

Working Conditions

- Primarily inside, seated or standing at a computer.
- Ability to lift 20+ pounds
- Limited physical activity on a daily basis; plus varied activity during special events.

Background Check

Employment is contingent upon successful completion of a pre-employment drug screening, background and driving record check.

Drug Testing

All employees may be subject to reasonable suspicion drug and alcohol testing.

Mandatory COVID Vaccine Policy

In an effort to provide and maintain a safe workplace, effective October 2021 Roundhouse Foundation will require all new hires to provide proof of vaccination to the RHF HR Office. This policy is to safeguard the health of our employees and their families, our clients and visitors, and the community at large from COVID-19. Except as provided by state law, all employees are required to receive COVID-19 vaccinations as a condition of employment unless a reasonable accommodation is approved. A full copy of the policy can be provided upon request.

Nondiscrimination Statement

Our policies and practices provide equal opportunity to all qualified individuals in leadership, staffing and service, regardless of race, ethnicity, national origin, citizenship status, gender, gender identity, sexual orientation, disability, age, religion and any status protected by law.