



**Career Opportunity:**

**Howard County Arts Council**

**Education and Programs Position**

The Howard County Arts Council, a multi-purpose non-profit arts agency, seeks a self-directed, outgoing individual for an entry to mid-level Education and Programs position in a small, fast-paced office environment.

Primary responsibilities include but are not limited to: scheduling, processing registrations, and providing administrative support for educational programs and offerings including a 9 week summer camp program and fall, winter and spring classes, School's Out sessions; providing web, press and social media updates to Community and Web Relations staff person; designing, printing, and mailing of camp and class materials by set deadlines; coordinating mailings; administering outreach programs; attending committee meetings and handling related correspondence; answering and directing calls; greeting Center visitors; and providing general administrative office support.

AA degree or higher and previous administration experience preferred. Must be able to use a PC computer and be familiar with Microsoft Office and/or similar applications. Previous arts administrative experience preferred; Salesforce and Adobe Creative Suite experience desired. Must have own transportation; be able to operate an automobile, computers, and related office equipment; occasionally lift up to 50 pounds; remain seated or standing for long periods of time; and bend, stoop, reach, and climb without difficulty.

This is a full-time, entry to mid-level position that is eligible for health benefits and paid vacation and sick leave. Occasional evening/weekend hours are required. Salary \$37,000- \$39,000, based on relevant experience. Position reports to the Art Center Director.

**Applications received by Monday, March 17, 2025 will be given preference; position open until filled. Send cover letter with resume and three references with subject line Education and Programs to: [employment@hocoarts.org](mailto:employment@hocoarts.org)**

**NO CALLS**

**EOE**

***Posting updated 2/28/25***