

The John G. Shedd Institute for the Arts

868 High Street, Eugene, OR 97401
PO Box 1497, Eugene, OR 97440-1497

Telephone: 541/434-7000
Web Sites: www.theshedd.org

Job Posting: Stewardship Department Assistant

HOURS: Full time; flexibility to work some evening and weekend hours for special events and concerts
COMPENSATION: \$18.50/hour, salary track.

The John G. Shedd Institute for the Arts is a 30 year old non-profit performing arts company, music school, and owner of a 70,000 sq. ft. building that serves Oregon with year-round professional performances, educational programs, and venue rentals for non-profit organizations.

RESPONSIBILITIES:

The Stewardship Department is a high energy, well-organized, and “can do” team with integrated responsibilities ranging from Board, donor, and corporate relations; special events and project management; donor acknowledgement, database and record-keeping; sponsorship fulfillment; working with volunteers; writing and editing; and audience development.

QUALIFICATIONS and ATTRIBUTES:

- Strong written and oral communication skills.
- Confident personal presentation skills; upbeat personality.
- Eye for detail; strong organizational and clerical skills.
- Must be able to interact effectively with volunteers and Board volunteer leadership.
- The ability to work on short- and long-term projects simultaneously.
- A proven combination of initiative/creativity and an ability to work collaboratively as part of a complex team. Must be willing to ask questions rather than make assumptions, while working under pressure.
- Professional appearance appropriate for customer-facing position.

APPLICATION PROCEDURE:

- 1) Submit résumé with the addresses and phone numbers of at least 3 references familiar with your qualifications.
- 2) Submit letter of application indicating interest in the position, the extent of experience in the above areas of responsibilities, and professional goals.
- 3) No phone calls please.

SUBMIT APPLICATION TO:

Ginevra Ralph, Director of Community and Cultural Services
Email submissions to: gralph@theshedd.net or mail to:
The Shedd, PO Box 1497 Eugene OR 97440-1497
(Physical address 868 High Street, Eugene)

*The mission of The Shedd Institute is to be an education and performance center
where people find and nurture community through discovery, creation and celebration.*